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URBAN
MUNICIPAL

AGENDAS/MINUTES
HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

JAN. 7, 2002 ... NOV 28/02

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

ANNUAL MEETING OF THE BOARD OF DIRECTORS

**Monday, January 7, 2002
4:00 P.M.
Hamilton Convention Centre
Room 202**

URBAN MUNICIPAL

JAN 24 2002

ORDER OF BUSINESS

GOVERNMENT DOCUMENTS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

ACTION ITEMS

- A. *Confirmation of Proceedings*
- B. *Appointment of Auditors*

*Attachment A
Attachment B*

INFORMATION ITEMS

2. Minutes of Annual Meeting June 13, 2001

Attachment 2

- 2.1 Errors of Omissions
- 2.2 Motion to Approve

3. New Business
4. Other Business
5. Adjournment

OUTSTANDING BUSINESS

Nil

2002 January 3
Patricia Bennett
Legislative Assistant

URBAN MUNICIPAL

JAN 24 1955

GOVERNMENT DOCUMENTS

A

A. Confirmation of Proceedings

THAT ALL OTHER ACTS, PROCEEDINGS, CONTRACTS, BY-LAWS, APPOINTMENTS, ELECTIONS AND PAYMENTS, ENACTED, MADE, DONE AND UNDERTAKEN BY THE DIRECTORS AND OFFICERS OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. SINCE THE LAST ANNUAL GENERAL MEETING OF MEMBERS AS RECORDED IN THE MINUTES OF MEETINGS OF DIRECTORS OR MEMBERS OR ON THE BOOKS OR RECORDS OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. BE APPROVED, RATIFIED AND CONFIRMED.

B

B. Appointment of H.E.C.F.I. Board
and City of Hamilton Auditors

THAT H.E.C.F.I. APPOINT THE SAME AUDITORS AS ARE APPOINTED BY THE CITY OF HAMILTON TO BE EFFECTIVE UNTIL THE NEXT ANNUAL MEETING OF THE MEMBERS OR UNTIL AN ALTERNATE AUDITING FIRM IS APPOINTED.

Note: The City of Hamilton appointed the firm of Grant Thornton, Chartered Accountants for the year 2001.

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

ANNUAL MEETING OF THE BOARD OF DIRECTORS

Wednesday, June 13, 2001
12:00 Noon
Hamilton Convention Centre
Room 314

MINUTES

PRESENT:

Mrs. Mary Dow, Acting Chair
Mayor R. Wade
Councillor R. Powers
Councillor A. Horwath
Councillor C. Collins
Ms. B. Campbell
Mr. A. Skrypniak
Mr. F. Deys
Mr. W. Ingleby
Mr. P. DeCaria
Mr. R. Baboth

ALSO PRESENT:

Mr. G. Macaluso
Mr. B. Calder
Mr. R. DiFilippo
Mr. S. Farrauto
Mr. J. Elder
Mrs. J. Mills
Ms. D. Vivian

REGRETS:

Councillor B. Kelly
Mr. S. Monzavi

1. Opening Remarks

Acting Chair Mary Dow called the meeting to order at 12:15 p.m.

A. Confirmation of Proceedings

MOVED by Councillor Collins, seconded by Councillor Horwath that

ALL OTHER ACTS, PROCEEDINGS, CONTRACTS, BY-LAWS, APPOINTMENTS, ELECTIONS AND PAYMENTS, ENACTED, MADE, DONE AND UNDERTAKEN BY THE DIRECTORS AND OFFICERS OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. SINCE THE LAST ANNUAL GENERAL MEETING OF MEMBERS AS RECORDED IN THE MINUTES OF MEETINGS OF DIRECTORS OR MEMBERS OR ON THE BOOKS OR RECORDS OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. BE APPROVED, RATIFIED AND CONFIRMED.

MOTION CARRIED.

B. Appointment of Auditors

MOVED by Mr. DeCaria, seconded by Mr. Ingleby that

H.E.C.F.I. APPOINT THE SAME AUDITORS AS ARE APPOINTED BY THE CITY OF HAMILTON TO BE EFFECTIVE UNTIL THE NEXT ANNUAL MEETING OF THE MEMBERS OR UNTIL AN ALTERNATE AUDITING FIRM IS APPOINTED.

MOTION CARRIED.

It was noted that the firm of Grant Thornton, Chartered Accountants, has been appointed for the year 2001.

2. Minutes of Annual Meeting January 26, 2000

MOVED by Councillor Powers, seconded by Mr. Skrypniak that

THE MINUTES OF THE ANNUAL MEETING HELD JANUARY 26, 2000 BE APPROVED.

MOTION CARRIED.

3. New Business

nil

4. Other Business

Nil

5. Adjournment

The meeting adjourned at 12:16 p.m.

TAKEN AS READ AND APPROVED

Mrs. Mary Dow, Acting Chair

Patricia Bennett, Secretary

10/10/10

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2002

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

SPECIAL MEETING OF THE BOARD OF DIRECTORS

**Monday, January 7, 2002
4:00 P.M.
Hamilton Convention Centre
Room 202**

URBAN MUNICIPAL

JAN 24 2002

GOVERNMENT DOCUMENTS

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

ACTION ITEMS

- | | | |
|----|---|--------------|
| 2. | Oath of Appointed Office : Citizen Appointees | Attachment 2 |
| 3. | Election of Officers
Appointment of Committee Membership | Attachment 3 |
| 4. | Standing Committee Terms of Reference | Attachment 4 |
| 5. | Board and Standing Committee Meeting Schedule | Attachment 5 |

INFORMATION ITEMS

6. Date of Next Meeting: Thursday, January 31, 2002
7. Adjournment

MEMORANDUM FOR THE SECRETARY OF DEFENSE

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MEMO TO: H.E.C.F.I. BOARD OF DIRECTORS

FROM: Gabe Macaluso Patricia Bennett
Managing Director/CEO Secretary to the Board of Directors

DATE: 2002 January 3

SUBJECT: OATH OF APPOINTED OFFICE

RECOMMENDATION:

THAT IN ACCORDANCE WITH CITY COUNCIL'S RESOLUTION CARRIED November 27, 2001, THE FOLLOWING CITIZENS, Ms. Barbara Shackleton and Messrs. Ian Thompson and Rob Baboth, TAKE THE OATH OF APPOINTED OFFICE IN RESPECT OF THEIR APPOINTMENTS AS MEMBERS TO THE BOARD OF DIRECTORS OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITES INC. FOR A TERM TO EXPIRE DECEMBER 31, 2004.

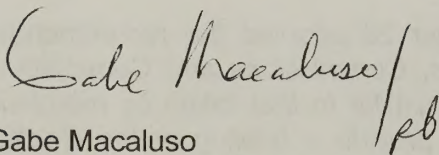
BACKGROUND:

- City Council, at its meeting held 1991 October 29 adopted the recommendation *"That citizens appointed by Council to Boards, Commissions and Committees be required to take an Oath of Appointed Office, similar to that taken by members of City Council..."* and *"... that the City Solicitor provide a briefing of the Conflict of Interest rules and their practical application to all successful applicants prior to assuming their appointed responsibilities."*
- Mayor Wade, or in his absence, the City Clerk will administer the Oath of Appointed Office as follows:

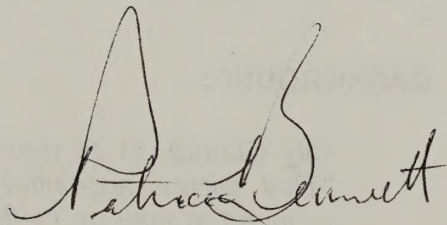
"I,....., do solemnly promise and declare that I will truly, faithfully and impartially, to the best of my knowledge and ability, execute the office of Member/Director of the Hamilton Entertainment and Convention Facilities Board, to which I have been appointed in this municipality, that I have not received and will not receive any payment or reward, or promise thereof, for the exercise of any partiality or malversation or other undue execution of such office, and that I have not by myself or partner, either directly or indirectly, any interest in any contract with or on behalf of the H.E.C.F.I. corporation except that arising out of my office as Member/Director."

- A copy of the City Solicitor's March 3, 1992 memorandum respecting Conflict of Interest Guidelines is attached.
- A copy of the *Municipal Conflict of Interest Act, 1983, February 1989* is also attached.

Respectfully submitted,



Gabe Macaluso
Managing Director/CEO



Patricia Bennett
Secretary to the Board of Directors

Encl.

CORPORATION OF THE CITY OF HAMILTON

MEMORANDUM

TO: Member
Board/Committee
City of Hamilton

FROM: P. Noel Johnson
City Solicitor
Law Department

PHONE: 546-4520

SUBJECT: Conflict of Interest Guidelines

DATE: 1992 March 3

WELCOME TO PUBLIC SERVICE! By accepting the appointment to serve your community as a Citizen member in the City of Hamilton's Board/Committee structure, you will be subject to **ethical guidelines** that apply to Municipal Public service.

Those in public service must engender the public's confidence in exercising their authority in the best interests of that public, untouched by the perception of personal gain. The integrity of the member is not in question; each member, however, must ensure that their personal interests may not influence (or be perceived to influence) their public decisions.

To encourage citizens to participate in the democratic process and guide them through the issue of potential economic conflict between personal and public interest, the Province of Ontario has enacted rules set down in Statute (the Municipal Conflict of Interest Act); these rules have been interpreted by a growing volume of case law. This Statute is currently the subject of a report by the *Municipal Conflict of Interest Consultation Committee* to the Minister of Municipal Affairs (July 1991). This Committee has recommended a statement of purpose to clarify the intent of the legislation:

- ♦ to preserve the integrity of the local government decision-making process;
- ⊙ to ensure that members' personal pecuniary interests do not affect their public duties;
- ♥ to ensure that members do not use their public office to further their personal pecuniary interests;
- ♣ to provide a procedure for disclosure of pecuniary interest and for withdrawal from the decision-making process where the personal pecuniary interest of a member may conflict with the public interest (where exceptions do not apply).

The following are **guidelines** offered to assist you in recognizing a potential for conflict and avoiding a conflict between your personal interests and the position of public trust as a Committee/Board member.

1. Recognize the potential for a personal financial interest in an item to be or under discussion by your Committee/Board. *This is easier said than done.*

The interest may exist through employment, business or as a controlling shareholder in public corporation or simply as a shareholder or director of a private corporation. A member may also have an interest through a parent, spouse or child.

2. In the event of a potential conflict, do any of the following exemptions apply?

same interest as community eg. ratepayers
remote or insignificant, not likely to influence the person

3. Once the member has determined (*and its YOUR call*) that a potential conflict of personal/public interest does exist, the following procedure is recommended:

Prior to consideration of the matter, disclose the general nature of the interest - Do Not discuss the matter with any committee/board member unless and until disclosure of interest and withdrawal from decision process.

Take no part in consideration of the matter or vote on any question

Do not attempt to influence the voting on any question on the matter;

If the Committee/Board is in private, In-Camera Session, leave the meeting;

If absent from the meeting at which matter is discussed, make your disclosure at the next session.

NOTE: BY DISCLOSING THE INTEREST AND WITHDRAWING FROM THE DECISION-MAKING PROCESS, THE MEMBER HAS REVERTED TO A MEMBER OF THE PUBLIC FOR ANY TIME THE MATTER AFFECTED BY YOUR PERSONAL INTEREST IS DISCUSSED.

Government
of
Ontario



Gouvernement
de
l'Ontario

Municipal Conflict of Interest Act, 1983

Statutes of Ontario, 1983
Chapter 8

as amended by
1986, Chapter 64, s. 38 and
1988, Chapter 31, s. 17

Loi de 1983 sur les conflits d'intérêts municipaux

Lois de l'Ontario de 1983
Chapitre 8

tel qu'il est modifié par
l'art. 38 du chap. 64 de 1986
et l'art. 17 du chap. 31
de 1988

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OFFICE CONSOLIDATION

THIS CONSOLIDATION IS PREPARED FOR PURPOSES OF CONVENIENCE ONLY, AND FOR ACCURATE REFERENCE RECOURSE SHOULD BE HAD TO THE STATUTES.

THE FRENCH TEXT OF THIS ACT HAS NOT BEEN ENACTED BY THE LEGISLATIVE ASSEMBLY, BUT IT IS AN OFFICIAL TRANSLATION WHICH MAY BE ADMITTED IN EVIDENCE UNDER SUBSECTION 25 (2) OF THE EVIDENCE ACT, CHAPTER 145 OF THE REVISED STATUTES OF ONTARIO, 1990.

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CHAPTER 8

Municipal Conflict of Interest Act, 1983

Definitions

1. In this Act,

- (a) "child" means a child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his or her family; ("enfant")
- (b) "controlling interest" means the interest that a person has in a corporation when he beneficially owns, directly or indirectly, or exercises control or direction over, equity shares of the corporation carrying more than 10 per cent of the voting rights attached to all equity shares of the corporation for the time being outstanding; ("intérêts majoritaires")
- (c) "council" means the council of a municipality other than an improvement district and means the board of trustees of a municipality that is an improvement district; ("conseil")
- (d) "elector" means,
 - (i) in respect of a municipality, or a local board thereof, other than a school board, a person entitled to vote at a municipal election in the municipality, and
 - (ii) in respect of a school board, a person entitled to vote at the election of members of the school board; ("électeur")
- (e) "interest in common with electors generally" means a pecuniary interest in common with the electors within the area of jurisdiction and, where the matter under consideration affects only part of the area of jurisdiction, means a pecuniary interest in common with the electors within that part; ("intérêt commun à tous les électeurs")

- (f) "judge" means a judge of the county or district court of the county or district in which the municipality or the administrative or head office of the local board is situate, or if, through illness or absence there is no judge of that court able to act, a judge of the county or district court of a county or district that adjoins the county or district in which the municipality or the administrative or head office of the local board is situate; ("juge")
- (g) "local board" means a school board, board of directors of a children's aid society, committee of adjustment, committee of management of a community recreation centre, conservation authority, court of revision, land division committee, public utilities commission, public library board, board of management of an improvement area, board of park management, board of health, board of commissioners of police, planning board, district welfare administration board, trustees of a police village, board of trustees of a police village, board or committee of management of a home for the aged, suburban roads commission or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act in respect of any of the affairs or purposes, including school purposes, of a municipality or of two or more municipalities or parts thereof, but does not include a committee of management of a community recreation centre appointed by a school board, a local roads board, a local services board or a negotiating committee appointed under the *Municipal Boundary Negotiations Act, 1981*; ("conseil local")
- (h) "meeting" includes any regular, special, committee or other meeting of a council or local board, as the case may be; ("réunion")
- (i) "member" means a member of a council or of a local board; ("membre")
- (j) "municipality" means the corporation of a county, city, town, village, township or improvement district or of a metropolitan, regional or district municipality and a board, commission or other local authority exercising any power in respect of municipal affairs or purposes, including school purposes, in territory without municipal organization, but does not include a committee of management of a com-

munity recreation centre appointed by a school board, a local roads board or a local services board; ("municipalité")

- (k) "parent" means a person who has demonstrated a settled intention to treat a child as a member of his or her family whether or not that person is the natural parent of the child; ("père ou mère")
- (l) "school board" means a board of education, public school board, secondary school board, Roman Catholic separate school board or Protestant separate school board and includes a divisional board of education; ("conseil scolaire")
- (m) "senior officer" means the chairman or any vice-chairman of the board of directors, the president, any vice-president, the secretary, the treasurer or the general manager of a corporation or any other person who performs functions for the corporation similar to those normally performed by a person occupying any such office; ("dirigeant")
- (n) "spouse" means a person of the opposite sex to whom the person is married or with whom the person is living in a conjugal relationship outside marriage. ("conjoint") 1983, c. 8, s. 1; 1986, c. 64, s. 38.

Indirect
pecuniary
interest

2. For the purposes of this Act, a member has an indirect pecuniary interest in any matter in which the council or local board, as the case may be, is concerned, if,

- (a) he or his nominee,
 - (i) is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public,
 - (ii) has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public, or
 - (iii) is a member of a body,
 that has a pecuniary interest in the matter; or
- (b) he is a partner of a person or is in the employment of a person or body that has a pecuniary interest in the matter. 1983, c. 8, s. 2.

Interest of
certain
relatives
deemed that
of member

3. For the purposes of this Act, the pecuniary interest, direct or indirect, of a parent or the spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member. 1983, c. 8, s. 3.

EXCEPTIONS

Where s. 5
does not
apply

4. Section 5 does not apply to a pecuniary interest in any matter that a member may have,

- (a) as a user of any public utility service supplied to him by the municipality or local board in like manner and subject to the like conditions as are applicable in the case of persons who are not members;
- (b) by reason of his being entitled to receive on terms common to other persons any service or commodity or any subsidy, loan or other such benefit offered by the municipality or local board;
- (c) by reason of his purchasing or owning a debenture of the municipality or local board;
- (d) by reason of his having made a deposit with the municipality or local board, the whole or part of which is or may be returnable to him in like manner as such a deposit is or may be returnable to all other electors;
- (e) by reason of having an interest in any property affected by a work under the *Drainage Act* or under the *Local Improvement Act*;
- (f) by reason of having an interest in farm lands that are exempted from taxation for certain expenditures under the *Assessment Act*;
- (g) by reason of the member being eligible for election or appointment to fill a vacancy, office or position in the council or local board when the council or local board is empowered or required by any general or special Act to fill such vacancy, office or position;
- (h) by reason only of his being a director or senior officer of a corporation incorporated for the purpose of carrying on business for and on behalf of the municipality or local board or by reason only of his being a member of a board, commission, or other body as an appointee of a council or local board;

R.S.O. 1980,
cc. 126, 290

R.S.O. 1980,
c. 31

R.S.O. 1980,
c. 302

- (i) in respect of an allowance for attendance at meetings, or any other allowance, honorarium, remuneration, salary or benefit to which he may be entitled by reason of being a member or under a by-law passed pursuant to section 252 of the *Municipal Act*, or as a member of a volunteer fire brigade, as the case may be;
- (j) by reason of the member having a pecuniary interest which is an interest in common with electors generally; or
- (k) by reason only of an interest of the member which is so remote or insignificant in its nature that it cannot reasonably be regarded as likely to influence the member. 1983, c. 8, s. 4.

DUTY OF MEMBER

When
present at
meeting at
which matter
considered

5.—(1) Where a member, either on his own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, he,

- (a) shall, prior to any consideration of the matter at the meeting, disclose his interest and the general nature thereof;
- (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
- (c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

Where
member to
leave closed
meeting.

(2) Where the meeting referred to in subsection (1) is not open to the public, in addition to complying with the requirements of that subsection, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration.

When absent
from meeting
at which
matter
considered

(3) Where the interest of a member has not been disclosed as required by subsection (1) by reason of his absence from the meeting referred to therein, the member shall disclose his interest and otherwise comply with subsection (1) at the first meeting of the council or local board, as the case may be, attended by him after the meeting referred to in subsection (1). 1983, c. 8, s. 5.

RECORD OF DISCLOSURE

Disclosure to
be recorded
in minutes

6.—(1) Every declaration of interest and the general nature thereof made under section 5 shall, where the meeting is open to the public, be recorded in the minutes of the meeting by the clerk of the municipality or secretary of the committee or local board, as the case may be.

Idem

(2) Every declaration of interest made under section 5, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the minutes of the next meeting that is open to the public. 1983, c. 8, s. 6.

REMEDY FOR LACK OF QUORUM

Quorum
deemed
constituted

7.—(1) Where the number of members who, by reason of the provisions of this Act, are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, notwithstanding any other general or special Act, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.

Application
to judge

(2) Where in the circumstances mentioned in subsection (1), the remaining number of members who are not disabled from participating in the meeting is less than two, the council or local board may apply to a judge on an *ex parte* basis for an order authorizing the council or local board, as the case may be, to give consideration to, discuss and vote on the matter out of which the interest arises.

Power of
judge to
declare s. 5
not to apply

(3) The judge may, on an application brought under subsection (2), by order, declare that section 5 does not apply to the council or local board, as the case may be, in respect of the matter in relation to which the application is brought, and the council or local board thereupon may give consideration to, discuss and vote on the matter in the same manner as though none of the members had any interest therein, subject only to such conditions and directions as the judge may consider appropriate and so order. 1983, c. 8, s. 7.

ACTION WHERE CONTRAVENTION ALLEGED

Who may try
alleged
contravention
of s. 5 (1-3)

8. The question of whether or not a member has contravened subsection 5 (1), (2) or (3) may be tried and determined by a judge. 1983, c. 8, s. 8.

Who may
apply to
judge

9.—(1) Subject to subsection (3), an elector may, within six weeks after the fact comes to his knowledge that a member may have contravened subsection 5 (1), (2) or (3), apply to

the judge by way of originating notice of motion in the manner prescribed by the rules of court for a determination of the question of whether the member has contravened subsection 5 (1), (2) or (3).

Contents of
notice of
motion

(2) The elector in his notice of motion shall state the grounds for finding a contravention by the member of subsection 5 (1), (2) or (3).

Time for
bringing
application
limited

(3) No application shall be brought under subsection (1) after the expiration of six years from the time at which the contravention is alleged to have occurred. 1983, c. 8, s. 9.

Power of
judge to
declare seat
vacant,
disqualify
member and
require
restitution

10.—(1) Subject to subsection (2), where the judge determines that a member or a former member while he was a member has contravened subsection 5 (1), (2) or (3), he,

- (a) shall, in the case of a member, declare the seat of the member vacant; and
- (b) may disqualify the member or former member from being a member during a period thereafter of not more than seven years; and
- (c) may, where the contravention has resulted in personal financial gain, require the member or former member to make restitution to the party suffering the loss, or, where such party is not readily ascertainable, to the municipality or local board of which he is a member or former member.

Saving by
reason of
inadvertence
or bona fide
error

(2) Where the judge determines that a member or a former member while he was a member has contravened subsection 5 (1), (2) or (3), if the judge finds that the contravention was committed through inadvertence or by reason of a *bona fide* error in judgment, the member is not subject to having his seat declared vacant and the member or former member is not subject to being disqualified as a member, as provided by subsection (1).

Member
not to be
suspended

(3) The authority to disqualify a member in subsection (1) does not include the right to suspend a member. 1983, c. 8, s. 10.

Appeal to
Divisional
Court

11.—(1) An appeal lies from any order made under section 10 to the Divisional Court in accordance with the rules of court.

Judgment or
new trial

(2) The Divisional Court may give any judgment that ought to have been pronounced, in which case its decision is final, or

the Divisional Court may grant a new trial for the purpose of taking evidence or additional evidence and may remit the case to the trial judge or another judge and, subject to any directions of the Divisional Court, the case shall be proceeded with as if there had been no appeal.

Appeal from
order or new
trial

(3) Where the case is remitted to a judge under subsection (2), an appeal lies from the order of the judge to the Divisional Court in accordance with the provisions of this section. 1983, c. 8, s. 11.

Proceedings
not
invalidated
but voidable

12. The failure of any person to comply with subsection 5 (1), (2) or (3) does not of itself invalidate any proceedings in respect of any such matter but the proceedings in respect of such matter are voidable at the instance of the municipality or of the local board, as the case may be, before the expiration of two years from the date of the passing of the by-law or resolution authorizing such matter unless to make void the proceedings would adversely affect the rights of any person acquired under or by virtue of the proceedings who acted in good faith and without actual notice of the failure to comply with subsection 5 (1), (2) or (3). 1983, c. 8, s. 12.

Procedure
substituted
for quo
warranto
proceedings

13. Proceedings to declare a seat vacant or to disqualify a member or former member for conflict of interest, or to require a member or former member to make restitution where a contravention has resulted in personal financial gain, shall be had and taken only under the provisions of this Act. 1983, c. 8, s. 13.

GENERAL

Insurance
R.S.O. 1980,
c. 302

14.—(1) Notwithstanding section 248 of the *Municipal Act*, the council of every municipality may at any time pass by-laws,

R.S.O. 1980,
c. 218

- (a) for contracting for insurance;
- (b) notwithstanding the *Insurance Act*, to enable the municipality to act as an insurer; and
- (c) for exchanging with other municipalities in Ontario reciprocal contracts of indemnity or inter-insurance in accordance with Part XIII of the *Insurance Act*,

to protect a member of the council or of any local board thereof who has been found not to have contravened section 5, against any costs or expenses incurred by the member as a result of a proceeding brought under this Act, and for paying on behalf of or reimbursing the member for any such costs or expenses.

R.S.O. 1980,
c. 218 does
not apply

(1a) The *Insurance Act* does not apply to a municipality acting as an insurer for the purposes of subsection (1).

Surplus funds
R.S.O. 1980,
c. 218

(1b) Notwithstanding subsections 340 (1) and (2) of the *Insurance Act*, any surplus funds and the reserve fund of a municipal reciprocal exchange may be invested only in such securities as a municipality may invest in under subsection 165 (2) of the *Municipal Act*.

R.S.O. 1980,
c. 302

Reserve
funds

(1c) The moneys raised for a reserve fund of a municipal reciprocal exchange may be expended, pledged or applied to a purpose other than that for which the fund was established if two-thirds of the municipalities that are members of the exchange together with two-thirds of the municipalities that previously were members of the exchange and that may be subject to claims arising while they were members of the exchange agree in writing and if section 339 of the *Insurance Act* is complied with. 1988, c. 31, s. 17.

Local boards

(2) A local board has the same powers to provide insurance for or to make payments to or on behalf of its members as are conferred upon the council of a municipality under this section in respect of its members.

Former
members

(3) A by-law passed under this section may provide that it applies to a person who was a member at the time the circumstances giving rise to the proceeding occurred but who, prior to the judgment in the proceeding, has ceased to be a member. 1983, c. 8, s. 14 (2, 3).

Conflict with
other Acts

15. In the event of conflict between any provision of this Act and any provision of any general or special Act, the provision of this Act prevails. 1983, c. 8, s. 15.

3

MEMO TO: **H.E.C.F.I. BOARD OF DIRECTORS**

FROM: Gabe Macaluso Patricia Bennett
Managing Director/CEO Secretary to the Board of Directors

DATE: 2002 January 3

SUBJECT: **ELECTION OF OFFICERS :
APPOINTMENT OF COMMITTEE MEMBERSHIP
VOTING PROCEDURES and BACKGROUND INFORMATION**

The following is voting criteria which is forwarded to you simply as a reminder of procedures to be followed during the election of officers and committee membership appointments:

- (i) Someone other than a Board Member must assume the Chair for the purpose of the election of the Chairman; thereafter the elections may be conducted by the newly elected Chairman;
- (ii) In respect of the election of the Chairman, First Vice-Chairman and Second Vice-Chairman, Bill Pr34 states as follows: clause 11 (4), "*At least one of the Chairman or First Vice-Chairman or second Vice-Chairman shall be a member of Council and at least one of them shall not be a Member of Council*"; and clause 11 (5), "*The Chairman, First Vice-Chairman and Second Vice-Chairman are eligible for re-election.*"
- (iii) Upon request by any Director of the Board, the balloting for elections shall be by secret ballot;
- (iv) Should only one person be nominated for a position then that person is declared elected by acclamation;
- (v) In order for an individual to become elected there must be a majority vote. If all members are not in attendance then the majority decreases accordingly;
- (vi) Should two or more individuals be nominated, no majority is reached and the individual with the least number of votes is dropped from the ballot. This procedure is continued until a majority is reached;

- (vii) Should a tie vote occur, a second ballot is taken. If the results of the second ballot remains a tie, the officer is elected by means of a draw by lot;
- (viii) Directors must be present in order to vote; proxy votes are not permitted;
- (vix) Directors may be elected/appointed if he/she is absent from the meeting. (A letter of acceptance or some other means of conveyance of acceptance should exist).
- (x) In respect of Standing Committees, H.E.C.F.I.'s By-Law No. 6 approved at the Board's February 8, 1993 Regular meeting, states as follows:

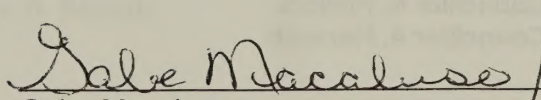
"Each Committee appointed shall be composed of not less than five (5) members of the Board, including the Mayor, the Chairman of the Board and three others.

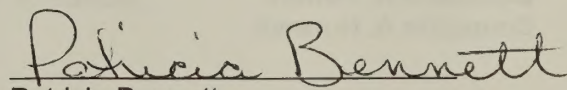
All Committee Members shall be appointed annually by the full Board at its meeting held immediately subsequent to the Annual Meeting.

A Chairman and a Vice-Chairman of each Standing Committee shall be elected by the full Board at its meeting held immediately subsequently to the Annual Meeting."

For your information enclosed is a record of officers and committee membership for the years 1997, 1998, 1999, 2000 and 2001.

Respectfully submitted,


Gabe Macaluso
Managing Director/CEO


Patricia Bennett
Secretary to the Board of Directors

2001
Board of Directors
HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

Mr. A. Skrypniak, Chair
Councillor Russ Powers, First Vice Chair
Mrs. Mary Dow, Second Vice Chair
Mayor Robert Morrow
Councillor Chad Collins
Councillor Bill Kelly
Councillor Andrea Horwath
Ms. Brenda Campbell
Mr. Fred Deys
Mr. Pat Decaria
Mr. Sonny Monzavi
Mr. Bill Ingleby
Mr. Rob Baboth
Mr. Terry Anderson

OPERATIONS COMMITTEE

Mayor R. Wade
Mr. A. Skrypniak, Board Chair
Mr. T. Anderson, Committee Chair
Councillor C. Collins, Committee Vice Chair
Councillor B. Kelly
Ms. B. Campbell
Mrs. M. Dow
Mr. F. Deys
Mr. R. Baboth

MARKETING & SALES COMMITTEE

Mayor R. Wade
Mr. A. Skrypniak, Board Chair
Mr. B. Ingleby, Committee Chair
Ms. B. Campbell, Committee Vice Chair
Mrs. M. Dow
Mr. P. DeCaria
Mr. T. Anderson
Mr. R. Baboth
Mr. S. Monzavi

FINANCE & ADMINISTRATION COMMITTEE

Mayor R. Wade
Mr. A. Skrypniak, Board Chair
Mr. S. Monzavi, Committee Chair
Mr. F. Deys, Committee Vice Chair
Mrs. M. Dow
Mr. P. DeCaria
Mr. B. Ingleby
Councillor R. Powers
Councillor A. Horwath

AUDIT COMMITTEE

Mayor R. Wade
Mr. A. Skrypniak, Board Chair
Mr. S. Monzavi, Committee Chair
Mr. F. Deys, Committee Vice Chair
Mrs. M. Dow
Mr. P. DeCaria
Mr. B. Ingleby
Councillor R. Powers
Councillor A. Horwath

2000
Board of Directors
HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

Alderman Terry Anderson, Chair
Alderman Bob Charters, First Vice Chair
Mrs. Mary Dow, Second Vice Chair
Mayor Robert Morrow
Alderman Ron Corsini
Alderman Bill Kelly
Ms. Brenda Campbell
Mr. Andy Skrypniak
Mr. Fred Deys
Mr. Pat Decaria
Mr. John Nelson
Mr. Sonny Monzavi
Mr. Bill Ingleby
Mr. Rob Baboth

OPERATIONS COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mr. A. Skrypniak, Committee Chair
Alderman B. Kelly, Committee Vice Chair
Alderman B. Charters
Ms. B. Campbell
Mrs. M. Dow
Mr. B. Ingleby
Mr. J. Nelson

MARKETING & SALES COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mr. B. Ingleby, Committee Chair
Ms. B. Campbell, Committee Vice Chair
Alderman R. Corsini
Mrs. M. Dow
Mr. P. DeCaria
Mr. R. Baboth
Mr. F. Deys

FINANCE & ADMINISTRATION COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mr. S. Monzavi, Committee Chair
Mr. F. Deys, Committee Vice Chair
Mrs. M. Dow
Mr. P. DeCaria
Mr. R. Baboth

AUDIT COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mr. S. Monzavi, Committee Chair
Mr. F. Deys, Committee Vice Chair
Mrs. M. Dow
Mr. P. DeCaria
Mr. R. Baboth

1997
Board of Directors
HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

Alderman Terry Anderson, Chair
Alderman Bob Charters, First Vice Chair
Mr. Gene Kay, Second Vice Chair
Mayor Robert Morrow
Alderman Henry Merling
Alderman Tom Jackson
Mrs. Mary Dow
Ms. Brenda Campbell
Mr. Andy Skrypniak
Mr. Fred Deys
Mr. Jasper Kujavsky
Mr. John Nelson
Mr. Sonny Monzavi
Mr. Bill Ingleby

OPERATIONS COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Alderman H. Merling, Committee Chair
Mr. J. Nelson, Committee Vice Chair
Alderman B. Charters
Mr. G. Kay
Mrs. M. Dow
Mr. J. Kujavsky
Mr. F. Deys
Ms. B. Campbell
Mr. B. Ingleby

FINANCE & ADMINISTRATION COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mr. S. Monzavi, Committee Chair
Mr. A. Skrypniak, Committee Vice Chair
Mr. J. Kujavsky
Alderman T. Jackson

MARKETING & SALES COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mrs. M. Dow, Committee Chair
Mr. F. Deys, Committee Vice Chair
Mr. J. Kujavsky
Mr. J. Nelson
Ms. B. Campbell

AUDIT COMMITTEE

Mayor R. Morrow
Alderman T. Anderson, Board Chair
Mr. S. Monzavi, Committee Chair
Mr. A. Skrypniak, Committee Vice Chair
Mr. J. Kujavsky
Alderman T. Jackson

MEMO TO: H.E.C.F.I. BOARD OF DIRECTORS

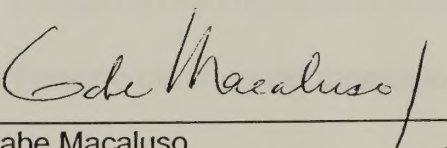
FROM: Gabe Macaluso Patricia Bennett
Managing Director/CEO Secretary to the Board of Directors

DATE: 2002 January 3

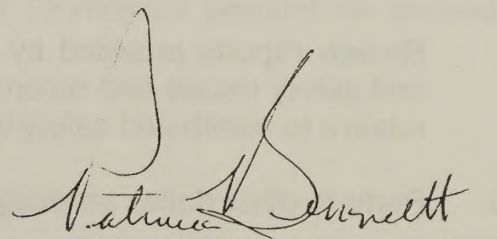
SUBJECT: STANDING COMMITTEE TERMS OF REFERENCE

RECOMMENDATION:

THAT THE TERMS OF REFERENCE FOR THE OPERATIONS, MARKETING & SALES, AND FINANCE & ADMINISTRATION COMMITTEES BE ENDORSED.



Gabe Macaluso
Managing Director/CEO *sb*



Patricia Bennett
Secretary to the Board of Directors

H.E.C.F.I. OPERATIONS COMMITTEE
TERMS OF REFERENCE

1. Receive, review and recommend to the Finance and Administration Committee the annual operating and capital budgets;
2. Recommend to the Board all capital, operations and maintenance expenditures within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
3. Review and recommend for approval all contract documents for tender and all contracts for services;
4. Oversee the Box Office/Ticketing Services for all HECFI facilities;
5. Monitor building and equipment to ensure optimum performance;
6. Monitor operations efficiency and effectiveness;
7. Review and recommend to the HECFI Board all matters pertaining to the provision of food and beverage in HECFI facilities as established by Board policy;
8. Provide a monthly written report to the Board;
9. Review reports provided by senior management regarding occupational health and safety issues and recommend appropriate actions to the Board of Directors relative to health and safety issues;
10. Perform other duties as assigned by Board of Directors.

2002 January

H.E.C.F.I. MARKETING AND SALES COMMITTEE
TERMS OF REFERENCE

1. a) Receive, review and recommend to the Board the Annual Marketing Plan;
 b) The Marketing Plan to include client services and public relations;
2. Receive, review and recommend to the Board for approval strategic plans for future;
3. Receive, review and recommend to the Finance and Administration Committee the annual operating budget;
4. Evaluate and make recommendations regarding community education, social and cultural activities related to performing arts;
5. Monitor activities and events to assess program balance, number of event days, and results of promotions and co-promotions;
6. Recommend to the Board all operational, capital and maintenance expenditures related to the Marketing and Sales Department within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
7. Monitor expenditures from the Provision for Promotions account for promotions and co-promotions;
8. Provide a monthly written report to the Board;
9. Perform other duties assigned by Board of Directors.

H.E.C.F.I. FINANCE & ADMINISTRATION COMMITTEE
TERMS OF REFERENCE

1. Oversee the financial affairs of the Hamilton Entertainment and Convention Facilities Inc. and the Hamilton Performing Arts Foundation Inc.
2. Receive, review and recommend to the Board the annual operating budgets;
3. Receive, review and recommend to the Board the annual 10 year capital budget programmes;
4. Recommend to the Board all financial and administrative policies and personnel matters;
5. Recommend to the Board all operation, capital and maintenance expenditures related to the Business Services Division within the limitations (which fluctuate in accordance with the annual inflation rate) established by the City's Purchasing Department and approved by City Council;
6. Assume responsibility for the efficient management of funds;
7. Provide a monthly written report to the Board;
8. Recommend to the Board the disposition of the personnel contracts of the respective directors reporting through the Managing Director/CEO to the applicable Standing Committee;
9. Perform other duties as assigned by Board of Directors.

MEMO TO: **H.E.C.F.I. BOARD OF DIRECTORS**

FROM: Gabe Macaluso Patricia Bennett
 Managing Director/CEO Secretary to the Board of Directors

DATE: 2002 January 3

SUBJECT: **BOARD AND STANDING COMMITTEE SCHEDULE**

RECOMMENDATION:

THAT THE REGULAR MEETINGS OF THE BOARD TAKE PLACE DURING THE LAST WEEK OF THE MONTH; and

THAT THE STANDING COMMITTEES OF THE BOARD TAKE PLACE DURING THE WEEK PRECEDING THE REGULAR FULL BOARD MEETINGS; and

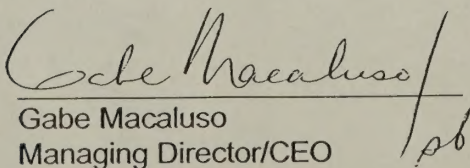
THAT THE BOARD ESTABLISH THE DAY AND TIME FOR EACH OF ITS MEETINGS.

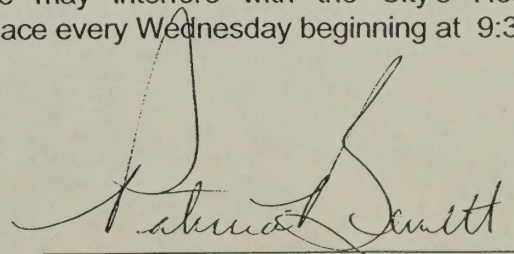
BACKGROUND:

- Currently the Board and its Standing Committees meet as follows:

Regular Board	Last Wednesday of the month at 12 Noon (Lunch Provided at 11:30 a.m.)
All Standing Committees meet the week preceding the Regular Board	
Operations Committee	Wednesdays at 12:00 Noon
Finance & Administration	Thursdays at 8:00 A.M. , or (on Wednesdays, following M&S)
Marketing & Sales	Thursdays at 12 Noon, or (on Wednesdays, following Operations)
- The schedule provides management's facilitation of the business of the Board on a timely basis; i.e. all Standing Committees meet the week prior to the Board ensuring that issues forwarded to the full Board are current.
- The foregoing meeting schedule may interfere with the City's Hearing Sub-Committee meetings which take place every Wednesday beginning at 9:30 a.m.

Respectfully submitted,


 Gabe Macaluso
 Managing Director/CEO


 Patricia Bennett
 Secretary to the Board of Directors

REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday, February 28, 2002

12:00 Noon

(Lunch Served at 11:30 p.m.)

Hamilton Convention Centre

Room 314

URBAN MUNICIPAL

MAR 07 2002

ORDER OF BUSINESS

GOVERNMENT DOCUMENTS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

ACTION ITEMS

- A. *Finance & Administration Committee First Report of 2002*
B. *Operations Committee Second Report of 2002*
C. *Market & Sales Committee Second Report of 2002*

Attachment A
Attachment B
Attachment C

INFORMATION ITEMS

2. Correspondence Attachment 2
3. Minutes of Regular Meeting Held January 31, 2002 Attachment 3
3.1 Errors or Omissions
3.2 Motion for Approval
4. Business Arising from the Minutes
4.1 Report : Replacement of Floor Carpet Attachment 4.1
5. Reports
6. Private and Confidential
7. New Business
8. Other Business
9. Date of Next Meeting: Thursday, March 28, 2002
10. Adjournment

OUTSTANDING BUSINESS

- (i) Colliers Operational & Strategic Reviews of HECFI : CEO's Participation in City Review
(ii) City Manager to Attend Future Board Meeting
(iii) Report : City Chargebacks
(iv) Assessment of City's Call Centre : Ticket Phone Orders
(v) Report : Ticketmaster : June 2002

2002 February 25
Patricia Bennett
Legislative Assistant

RECEIVED

MAY 17 1965

GOVERNMENT DOCUMENTS

**FINANCE AND ADMINISTRATION COMMITTEE
FIRST REPORT OF 2002**

The Finance and Administration Committee presents its **FIRST** Report of 2002 from its meeting held January 22, 2002 and respectfully requests approval of the following recommendations:

A. 2002 to 2011 Capital Budget Program

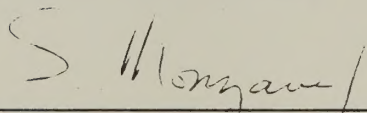
THE SUMMARY OF CAPITAL PROJECTS PRESENTED IN MANAGEMENT'S JANUARY 11TH REPORT, REVISED TO INCLUDE THE EXPENDITURE NECESSARY TO UNDERTAKE AN INTERIOR RENOVATION OF THE HAMILTON CONVENTION CENTRE, BE CONSIDERED FOR INCLUSION WITHIN THE TEN (10) YEAR 2002 – 2011 CAPITAL BUDGET PROGRAM; and

THAT THE "VARIOUS REPLACEMENTS AND RENOVATIONS" PROJECTS FOR HAMILTON PLACE BE FINANCED FROM THE RONALD V. JOYCE CENTRE FOR THE PERFORMING ARTS AT HAMILTON PLACE RESERVE FUND; and

THAT THE CAPITAL PROJECTS FOR THE HAMILTON CONVENTION CENTRE AND COPPS COLISEUM BE FINANCED FROM THE H.E.C.F.I. RESERVE FOR CAPITAL PROJECTS TO THE EXTENT FUNDS ARE AVAILABLE; and

THAT H.E.C.F.I. STAFF AND STAFF FROM THE FINANCE SECTION FOR THE CITY OF HAMILTON DEVELOP AND PRESENT TO THE H.E.C.F.I. BOARD OF DIRECTORS A FINANCING PLAN FOR THE REMAINING PROJECTS.

Respectfully submitted,



Mr. S. Monzavi, Chair

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Patricia Bennett, Secretary

OPERATIONS COMMITTEE SECOND REPORT OF 2002

The Operations Committee presents its **SECOND** Report of 2002 from its meeting held February 21, 2002 and respectfully requests approval of the following recommendations:

1. Hamilton Convention Centre : Replacement of Floor Carpet – Acceptance of Tender

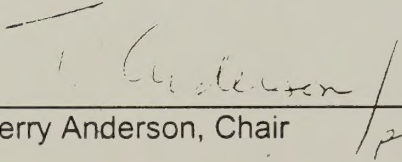
THAT THE TENDER SUBMITTED BY VARTANIAN RUGS LTD. FOR THE SUPPLY AND INSTALLATION OF FLOOR CARPET ON THE THIRD FLOOR OF THE HAMILTON CONVENTION CENTRE IN THE TOTAL AMOUNT OF \$130,504.25 EXCLUDING APPLICABLE TAXES BE ACCEPTED; and

THAT THIS EXPENDITURE BE FINANCED FROM H.E.C.F.I.'S 2002 CAPITAL BUDGET PROGRAM WITH THE ACCOUNT NUMBER TO BE ASSIGNED BY THE CITY OF HAMILTON.

2. Hamilton Place Box Office

THE HAMILTON PLACE BOX OFFICE BE CLOSED ON A PERMANENT BASIS EXCEPT ON SHOW DAYS/NIGHTS EFFECTIVE 2002 APRIL 2.

Respectfully submitted,



Terry Anderson, Chair



Patricia Bennett, Secretary

C

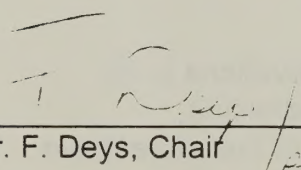
MARKETING & SALES COMMITTEE
FIRST REPORT OF 2002

The Marketing & Sales Committee presents its **FIRST** Report of 2002 from its meeting held February 21, 2002 and respectfully requests approval of the following recommendation:

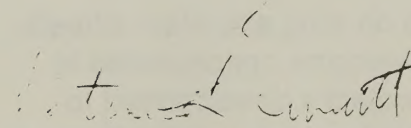
1. 2002 Marketing Plan

THAT THE 2002 MARKETING PLAN BE APPROVED.

Respectfully submitted,



Mr. F. Deys, Chair / 20



Patricia Bennett, Secretary

2

AGH

Art Gallery Of Hamilton

February 7, 2002

Councillor R.F. Powers
Chair, H.E.C.F.I.
City Hall
The New City of Hamilton
71 Main Street West, 2nd floor
Hamilton, Ontario
L8P 4Y5

Dear Councillor Powers:

Please accept our most sincere congratulations on your appointment as Chair of H.E.C.F.I. We were delighted to meet with you recently to discuss our future plans.

As you know, the Gallery will soon be undertaking major renovations to its building and sculpture court. After years of planning and fundraising, construction is now imminent. Throughout the development of this project, we have worked closely with many but most importantly with the City. Currently, three city employees, Juri Berzins, Domenic Lunardo and Mark Strba are part of our Building Committee.

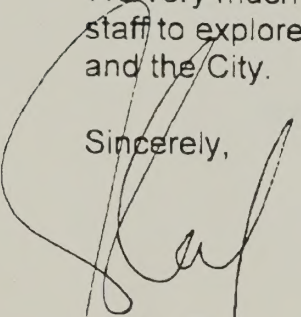
At this stage, and while much remains to be finalized on King and Main Streets, Summer's Lane and the Sculpture Court, we would welcome opportunities to meet and collaborate with you at every level of this project's development to discuss our plans and any plans you might have to achieve the most of this unique opportunity for all of us. As you know, there is much to be gained through partnership.

While repairs to our building will ensure the protection of Hamilton's best art collection and improve the Gallery's ability to present better exhibitions and programs, this will also contribute to a much enhanced downtown Hamilton for both its residents and tourists. As you know, the Gallery is a committed partner to an economically, socially and visually revitalized downtown.

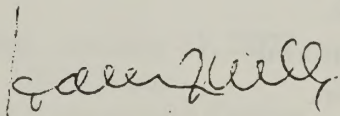
123 King Street West
Hamilton, Ontario
Canada L8P 4S8
Telephone (905) 527.6610
Fax (905) 577.6940
www.artgalleryofhamilton.on.ca

We very much look forward to meeting and working with you, your Board and staff to explore ways of collaborating to maximize this opportunity for both of us and the City.

Sincerely,



Louise Dompierre
President and C.E.O



Karen Mills
Board member and Chair, Building Committee



The Hamilton Follies Inc.

"Geritol Follies"

January 31st, 2002

Mr. G. Macaluso C.E.O.
Hamilton Entertainment and
Convention Facilities Inc.
10, MacNab Street South,
Hamilton, Ontario. L8P 4Y3

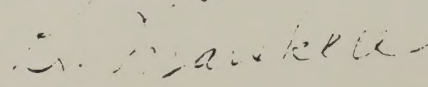
Dear Mr. Macaluso,

For the past 27 years, the Geritol Follies have experienced the exceptional leadership of Christine Hamilton C.M. Because of ill health Miss Hamilton has now retired as Director-Producer of the Geritol Follies, but will remain as a consultant to the organization. It is Miss Hamilton's wish, and that of the members, the Geritol Follies will continue as a Seniors Entertainment group. With the arrangements we now have in place, we feel her wish will be realized.

Carl Horton, has been Musical Director to the Follies for the past 17 years and will now resume the position of Director-Producer. The position of Office Administrator will be held by Christine Pearson, Assistant to the Administrator is Daphne Jeffree. Alana Turner will continue as the Choreographer. We look forward to working with these people and all who support us working behind the scenes.

Your interest and support of the Geritol Follies through the years is greatly appreciated, we truly hope it will continue as we now start a new phase in the life of our organization, under the direction of Carl.

Yours sincerely,


Mrs. B. Marskell
President

**HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.**

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Thursday, January 31, 2002
12:00 Noon
Hamilton Convention Centre
Room 202**

MINUTES

PRESENT:

Councillor R. Powers, Chair
Mr. A. Skrypniak, First Vice Chair
Mrs. M. Dow, Second Vice Chair
Councillor C. Collins
Councillor A. Horwath
Mr. T. Anderson
Mr. P. DeCaria
Mr. F. Deys
Mr. S. Monzavi
Mr. I. Thompson

ALSO PRESENT:

Mr. G. Macaluso
Mr. B. Calder
Mr. R. DiFilippo
Mr. S. Farrauto
Mr. J. Elder
Ms. D. Vivian
Mrs. J. Mills

REGRETS:

Mayor R. Wade
Councillor B. Kelly
Mr. R. Baboth
Ms. B. Shackleton

1. Opening Remarks

Board Chair, Councillor Powers, called the meeting to order at 12:15 p.m. thanking everyone for coming out during bad weather. Councillor Powers advised that in conjunction with the International Year of Volunteers, the Government of Canada has formally recognized Hamilton Place for outstanding service and contribution as a volunteer. A letter of acknowledgement will be forwarded to MP Beth Phinney. Production of a movie set at Copps Coliseum will begin in February to be followed by several weeks in March and April of filming for a major movie. Kurt Browning has confirmed December 2nd for a TV Special featuring top skaters and musical entertainers. This will be televised nationally and internationally.

A. Finance & Administration Committee First Report of 2002

This item was deferred; to be discussed following an item under Business Arising From the Minutes.

B. Operations Committee First Report of 2002

The Board received the Operations Committee First Report of 2002 from its meeting held January 24, 2002. It was

MOVED by Councillor Horwath, seconded by Mr. Anderson that

HCC/HP : Interior Display Advertising Signage Locations

THAT ONE (1) LOCATION BE APPROVED IN THE MAIN LOBBY AREAS OF BOTH THE HAMILTON CONVENTION CENTRE AND THE HAMILTON PLACE THEATRE FOR THE INSTALLATION OF DISPLAY ADVERTISING SIGNAGE; and

THAT STAFF OBTAIN PROPOSALS CONVEYING THE AUTHORITY TO SUPPLY AND INSTALL DISPLAY ADVERTISING SIGNAGE AND TO SELL ADVERTISING ON SAME IN THE LOCATIONS DESIGNATED; and

THAT THE FOREGOING BE SUBJECT TO FINAL APPROVAL BY THE BOARD OF DIRECTORS.

MOTION CARRIED.

C. Community Dinner : B'nai Brith

Management's January 25th report was received. During discussion it was suggested that if Board Members cannot attend this dinner, staff be invited to attend the event. It was acknowledged that the February 4th event is short notice for Board Members; whenever possible, advance notice will be provided of such upcoming events. It was

MOVED by Mr. Deys, seconded by Mr. DeCaria that

THE BOARD OF DIRECTORS PURCHASE A TABLE OF TEN AT A COST NOT TO EXCEED \$1,250. TO THE 51ST ANNUAL B'NAI BRITH SPORTS CELEBRITY DINER TO BE HELD AT THE HAMILTON CONVENTION CENTRE FEBRUARY 4, 2002.

MOTION CARRIED.

D. Community Dinner : CYO Celebrity Dinner

Management's January 25th report was received. It was

MOVED by Councillor Collins, seconded by Mr. Thompson that

THE BOARD OF DIRECTORS PURCHASE TWO TICKETS ON BEHALF OF THE CHAIR AND FIRST VICE CHAIR, OR DESIGNATES, TO ATTEND THE CYO CELEBRITY DINNER, THURSDAY, FEBRUARY 28, 2002 AT CARMEN'S BANQUET CENTRE AT A COST OF \$200.

MOTION CARRIED. It was noted that the Board Chair will not be available to attend the event. The First and Second Vice Chairs will attend.

2. Correspondence

MOVED by Mr. Skrypniak, seconded by Mr. DeCaria that

CORRESPONDENCE BE RECEIVED FROM INDIVIDUALS FROM THE DUNSBY PROPERTY INSPECTIONS; BROTT MUSIC FESTIVALS; THE HAMILTON SPECTATOR SUMMER CAMP FUND; THE GOOD SHEPHERD CENTRES; ST. PETER'S FOUNDATION; HILLFIELD STRATHALLAN; TEEN MANIA CANADA; AS WELL AS STAFF MEMBER DEBRA VIVIAN.

MOTION CARRIED.

3. Minutes of Regular Meeting Held November 29, 2001

4. Minutes of Special Meeting Held December 13, 2001

5. Minutes of Special Meeting Held January 7, 2002

MOVED by Councillor Howarth, seconded by Mrs. Dow that

THE MINUTES OF THE REGULAR MEETING HELD NOVEMBER 29, 2001; MINUTES OF SPECIAL MEETING HELD DECEMBER 13, 2001; AND THE MINUTES OF THE SPECIAL MEETING HELD JANUARY 7, 2002 BE APPROVED.

MOTION CARRIED.

6. Business Arising from the Minutes

6.1 Hamilton Convention Centre – Interior Renovations

Management's January 29th report was received.

Background: At the December 13th meeting the Board carried a resolution which directed staff to replace the carpet throughout the Convention Centre and to add the cost of doing a complete renovation to the 2002 – 2011 Capital Budget Programme.

At the January 24th Finance & Administration Committee meeting staff reported that the tender for carpet replacement had been circulated and presented the amended 2002 – 2011 Capital Budget (which included renovation costs spread over five years). The Finance & Administration Committee approved the amended Ten Year 2002 – 2011 Capital Budget Programme which included staff's recommendation to meet with staff from the Finance Section of the City of Hamilton to develop and present a financing plan for projects beyond the year 2002.

Following discussion at the January 24th Operations Committee meeting, staff was directed to present a subsequent report to the full Board Meeting January 31st which outlines and details costs to replace the carpet on the third floor only while utilizing the remainder of the funds approved in the 2002 Capital Budget Programme for carpet replacement to complete further renovations on the third floor of the facility. As well, staff was directed to present alternate proposals respecting floor-by-floor renovations to the facility.

Councillor Powers opened the floor for discussion, advising that if, as a result of such discussion, it was determined that reconsideration of the December 13th resolution is required, a motion from the floor would be necessary. Considerable discussion ensued. Councillor Collins stated that City Council agreed to approve the change in the capital budget and to make funds available for carpet replacement throughout the facility; any change to that process must be reported to City Council.

MOVED by Mr. Skrypniak, seconded by Mrs. Dow that

THE DECEMBER 13, 2001 RESOLUTION THAT MANAGEMENT PROCEED WITH THE PREVIOUSLY APPROVED PROJECT TO REPLACE CARPET THROUGHOUT THE ENTIRE CONVENTON CENTRE BE RECONSIDERED.

MOTION CARRIED. Councillor Collins opposed the motion.

MOVED by Mr. Anderson, seconded by Mr. Skrypniak that

OPTION ONE OF MANAGEMENT'S JANUARY 29TH REPORT BE APPROVED WITH THE PROVISO THAT ANY SURPLUS FUNDS BE UTILIZED TO COMPLETE FURTHER ENHANCEMENTS TO THE THIRD FLOOR; and

THAT OPTIONS 1 AND 2 BE CONSIDERED JOINTLY IN THE STAGING OF SUBSEQUENT RENOVATIONS IN YEARS 2003, 2004 AND 2005.

MOTION CARRIED. Councillor Collins opposed the motion.

Year	Location	Option One Work to be Undertaken	Estimated Cost
2002	Third Floor	-Replace floor carpet throughout	\$ 129,250.00
		-Replace metal baffle lighting grid	\$ 80,050.00
		-Replace lighting/ceiling tiles in Webster A, B and C	\$ 54,390.00
		Sub Total	\$ 263,690.00
		Contingency, PST and Consulting fees	\$ 65,920.00
		TOTAL	\$ 329,610.00
		BUDGET	\$ 330,000.00
2003	Third Floor	-Refurbish millwork on bars, counters and doors	\$ 49,200.00
		-Install new rollup door Chedoke elevator opening	\$ 14,000.00
		-Install new north/south dividing partition wall in Chedoke Ballroom	\$ 127,700.00
	Second Floor	-Replace floor carpet throughout	\$ 79,620.00
		-Replace decorative ceiling lighting	\$ 3,075.00
		-Replace metal baffle lighting grid	\$ 49,980.00
		-Replace lighting/ceiling tiles in meeting rooms	\$ 55,390.00
		-Refurbish millwork on counters and doors	\$ 25,400.00
		-Construct new permanent bar in Albion Lounge	\$ 45,000.00
		Sub Total	\$ 449,365.00
		Contingency, PST and Consulting fees	\$ 157,280.00
		TOTAL	\$ 606,645.00
		BUDGET	\$ 600,000.00
2004	First Floor	-Replace floor tile in main lobby and Wentworth concourse	\$ 90,000.00
		-Replace decorative ceiling lighting	\$ 9,225.00
		-Refurbish millwork on bars, counters, and doors	\$ 30,000.00
		-Refurbish and upgrade passenger elevators	\$ 80,000.00
		Sub Total	\$ 209,225.00
		Contingency, PST and Consulting fees	\$ 73,230.00
		TOTAL	\$ 282,455.00
		BUDGET	\$ 300,000.00

Year	Location	Option One (cont'd)	Estimated Cost
		Work to be Undertaken	
2005	First, Second Third Floors	- Renovate washrooms	\$ 546,450.00
		Sub Total	\$ 546,450.00
		Contingency, PST and Consulting fees	\$ 191,260.00
		TOTAL	\$ 737,710.00
		BUDGET	\$ 750,000.00

7. Reports

7.1 Financial Summary for the Eleven Month Period Ended November 30, 2001

7.2 Status of HECFI Revenue for the Eleven Month Period Ended November 30,
2001

MOVED by Councillor Howarth, seconded by Mr. Thompson that

**THE REPORTS, FINANCIAL SUMMARY FOR THE ELEVEN MONTH PERIOD
ENDED NOVEMBER 30, 2001 AND THE STATUS OF HECFI REVENUE FOR THE
ELEVEN MONTH PERIOD ENDED NOVEMBER 30, 2001 BE RECEIVED.**

MOTION CARRIED.

8. Private and Confidential

MOVED by Mr. Deys, seconded by Mrs. Dow that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 12:55 P.M.

MOTION CARRIED.

MOVED by Mr. Thompson, seconded by Mr. DeCaria that

THE IN-CAMERA SESSION BE ADJOURNED AT 1:10 P.M.

MOTION CARRIED.

A personnel matter was referred to the Finance and Administration Committee.

9. New Business

Nil

10. Other Business

Nil

11. Date of Next Meeting

Thursday, February 28, 2002

12. Adjournment

The meeting adjourned at 1:11 p.m.

TAKEN AS READ AND APPROVED

Councillor Russ Powers, Chair

Patricia Bennett, Secretary

-RECOMMENDATION-

FOR INFORMATION

MEMO TO : HECFI BOARD OF DIRECTORS

FROM : Mr. G. Macaluso,
Managing Director/CEO

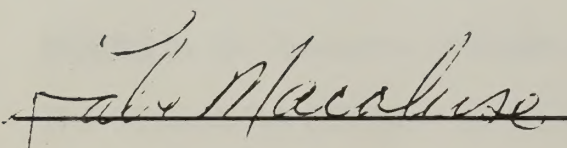
: Mr. B. Calder, P.Eng.,
Director of Operations/Events Delivery

DATE : 2002 February 22

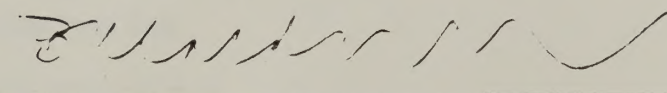
SUBJECT : HAMILTON CONVENTION CENTRE
~ REPLACEMENT OF FLOOR CARPET

RECOMMENDATION:

**THAT THE FOLLOWING REPORT BE RECEIVED FOR INFORMATION
PURPOSES.**



G. Macaluso
Managing Director/CEO



B. Calder, P.Eng.
Director of Operations/Events Delivery

FINANCIAL IMPLICATIONS:

Not applicable.

BACKGROUND:

At the 2002 February 21 meeting of the Operations Committee, staff was requested to;

- a) investigate the manner in which the requirement for the bid security, agreement to bond and performance of contract security was conveyed to bidders and if this manner restricted a vendor's ability to submit their tender within the time frame stipulated in the bid document; and
- b) to provide a quotation for the additional cost associated with producing the "Lees" pattern style on the "Beaulieu" carpet.

Bid Security, Agreement to Bond, Performance of Contract Security

The requirement for a bid security, agreement to bond and performance of contract security was inadvertently omitted by the City Purchasing Division from the original tender document. This omission was corrected through the issuance of Addendum No. 2 dated 2002 January 31. It is common practice for the Purchasing Division to request bid and performance of contract securities for construction projects with an estimated value in excess of \$100,000.00. Further clarification respecting the manner of determining the amount for submission of bid security and agreement to bond requirements was conveyed to the bidders through Addendum No. 4 dated 2002 February 6.

Staff at the Purchasing Division of the City of Hamilton Finance Department did not receive any requests from prospective bidders to extend the established closing date i.e. 2002 February 11, as a result of the addendums issued or the requirements contained therein.

Additional cost to produce "Lees" pattern on "Beaulieu" carpet

Attached please find quotation from Vartanian Rugs Ltd. dated 2002 February 20.

The additional cost to produce the customized "Lees" pattern can be attributed to carpet overage associated with the pattern match and set up costs to produce the pattern desired.

To summarize;

- a) third floor:

~ 6'9" pattern match	\$ 14,100.00
~ 4'9" pattern match (reduced)	6,850.00
~ 50/50 large/small (average)	10,475.00
~ set up cost (large)	10,000.00
~ set up cost (small)	2,000.00

TOTAL COST BASED ON 50/50 LARGE/SMALL PATTERN .. \$ 22,475.00

b) second floor:

~ 6'9" pattern match	\$ 11,550.00
~ 4'9" pattern match	8,250.00
~ 50/50 large/small (average)	9,900.00
~ set up cost (large/small)	0

TOTAL COST BASED ON 50/50 LARGE/SMALL PATTERN .. \$ 9,900.00

c) complete building:

~ 6'9" pattern match	\$ 25,650.00
~ 4'9" pattern match	15,100.00
~ 50/50 large/small (average)	20,375.00
~ set up cost (large and small)	12,000.00

TOTAL COST BASED ON 50/50 LARGE/SMALL PATTERN ... \$ 32,375.00

Note: All prices subject to applicable taxes.

/attachment

VARTANIAN RUGS LTD.

320 GREEN ROAD
STONE CREEK, ONT. L8E 2B2
CANADA

Phone 560-1166

Fax 662-6808

February 20, 2002

Jerry van den Heuvel
1 Summers Lane
Hamilton, Ontario
L8P 4Y2

Attention : Jerry,

This is to address the overage we will require to accommodate the pattern match for larger Lees pattern.

Beaulieu's pattern match 2' Lee's pattern match 6'9". An extra 4'9" is required pre piece installed. The pattern can be reduced by approximately 33 % reducing our pattern match from 6'9" to 4'6".

Second floor: 6'9" pattern match would cost an extra \$11,550.00
4'9" pattern match would cost an extra \$ 8,250.00

Third floor: 6'9" pattern match would cost an extra \$14,100.00
4'9" pattern match would cost an extra \$ 6,850.00

Set up cost for new pattern would be an additional \$10,000.00 for 6'9" pattern plus an additional \$2000.00 to make both full sized pattern and a scaled down version.

Subject to applicable taxes.

Thanking you,

Fernando Melo
Vartanian Rugs Ltd

WATKINS HOSPITAL
1000 W. 10th St.
Grand Rapids, Mich. 49503

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1000 W. 10th St.
Grand Rapids, Mich. 49503

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WATKINS HOSPITAL
1000 W. 10th St.
Grand Rapids, Mich. 49503

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2002

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Thursday, March 28, 2002
12:00 Noon
(Lunch Served at 11:30 p.m.)
Hamilton Convention Centre
Room 314**

URBAN MUNICIPAL

APR 4 - 2002

GOVERNMENT DOCUMENTS

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

ACTION ITEMS

- | | | |
|----|--|--------------|
| A. | Finance & Administration Committee First Report of 2002 | Attachment A |
| B. | Finance & Administration Committee Second Report of 2002 | Attachment B |
| C. | Operations Committee Second Report of 2002 | Attachment C |
| D. | Market & Sales Committee Second Report of 2002 | Attachment D |
| E. | Community Breakfast : Community Builders Breakfast | Attachment E |

INFORMATION ITEMS

2. Correspondence Attachment 2
3. Minutes of Regular Meeting Held January 31, 2002 Attachment 3
- 3.1 Errors or Omissions
- 3.2 Motion for Approval
4. Business Arising from the Minutes
5. Reports
6. Private and Confidential
7. New Business
- 7.1 Membership Colors at Events Verbal
8. Other Business
9. Date of Next Meeting: Thursday, April 25, 2002
10. Adjournment

OUTSTANDING BUSINESS

- (i) Colliers Operational & Strategic Reviews of HECFI : CEO's Participation in City Review
- (ii) City Manager to Attend Future Board Meeting
- (iii) Report : City Chargebacks
- (iv) Assessment of City's Call Centre : Ticket Phone Orders
- (v) Report : Ticketmaster : June 2002
-

2002 March 25
Patricia Bennett
Legislative Assistant

FINANCE AND ADMINISTRATION COMMITTEE
FIRST REPORT OF 2002

The Finance and Administration Committee presents its **FIRST** Report of 2002 from its meeting held January 22, 2002 and respectfully requests approval of the following recommendations:

A. 2002 to 2011 Capital Budget Program

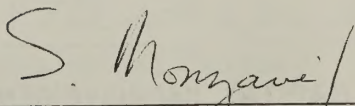
THE SUMMARY OF CAPITAL PROJECTS PRESENTED IN MANAGEMENT'S JANUARY 11TH REPORT, REVISED TO INCLUDE THE EXPENDITURE NECESSARY TO UNDERTAKE AN INTERIOR RENOVATION OF THE HAMILTON CONVENTION CENTRE, BE CONSIDERED FOR INCLUSION WITHIN THE TEN (10) YEAR 2002 – 2011 CAPITAL BUDGET PROGRAM; and

THAT THE “VARIOUS REPLACEMENTS AND RENOVATIONS” PROJECTS FOR HAMILTON PLACE BE FINANCED FROM THE RONALD V. JOYCE CENTRE FOR THE PERFORMING ARTS AT HAMILTON PLACE RESERVE FUND; and

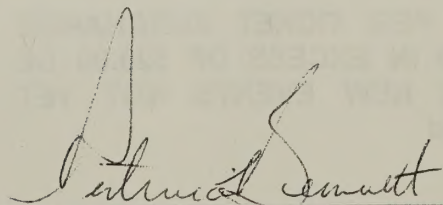
THAT THE CAPITAL PROJECTS FOR THE HAMILTON CONVENTION CENTRE AND COPPS COLISEUM BE FINANCED FROM THE H.E.C.F.I. RESERVE FOR CAPITAL PROJECTS TO THE EXTENT FUNDS ARE AVAILABLE; and

THAT H.E.C.F.I. STAFF AND STAFF FROM THE FINANCE SECTION FOR THE CITY OF HAMILTON DEVELOP AND PRESENT TO THE H.E.C.F.I. BOARD OF DIRECTORS A FINANCING PLAN FOR THE REMAINING PROJECTS.

Respectfully submitted,



Mr. S. Monzavi, Chair



Patricia Bennett, Secretary

FINANCE AND ADMINISTRATION COMMITTEE SECOND REPORT OF 2002

The Finance and Administration Committee presents its **SECOND** Report of 2002 from its meeting held March 21, 2002 and respectfully requests approval of the following recommendations:

1. H.E.C.F.I. Non-Union Job Evaluation / Compensation Plan

1. THAT H.E.C.F.I. ADOPT THE CITY'S JOB EVALUATION PLAN TO ESTABLISH AND MAINTAIN INTERNAL EQUITY, A COMPETITIVE POSITION, AND THE ABILITY TO ATTRACT, MOTIVATE AND RETAIN EMPLOYEES; and
2. THAT THE FOLLOWING NON-UNION SALARY GRID BE APPROVED, EFFECTIVE JANUARY 1, 2002; and
3. THAT THE PLAN BE IMPLEMENTED WITH NO INCREASE TO THE H.E.C.F.I. 2002 OPERATING BUDGET; and
4. THAT H.E.C.F.I. REQUEST OF THE CITY, THE OPTION OF PARTICIPATING IN ANY CONSULTANT'S PERIODIC REVIEW OF MARKET COMPARISONS.

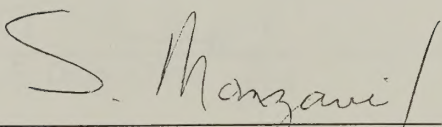
6 STAFF	1	30,707 – 36,125
0 STAFF	2	37,124 – 43,676
7 STAFF	3	41,406 – 48,714
11 STAFF	4	46,986 – 55,278
3 STAFF	5	53,093 – 62,464
5 STAFF	6	59,994 – 70,581
4 STAFF	7	67,796 – 79,761
0 STAFF	8	73,069 – 85,964
2 STAFF	9	79,284 – 93,275
0 STAFF	10	88,018 – 103,550

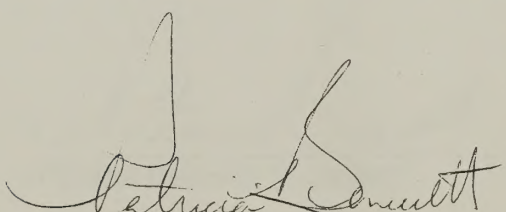
Increase to Capital Improvement Surcharges

1. THAT THE CURRENT \$0.50 PER TICKET CAPITAL IMPROVEMENT SURCHARGE AMOUNT AT COPPS COLISEUM REMAIN UNCHANGED FOR THOSE TICKETS PRICED BETWEEN \$15.01 AND \$20.00; and
2. THAT THE COPPS COLISEUM \$0.50 PER TICKET SURCHARGE AMOUNT ON THOSE TICKETS PRICED IN EXCESS OF \$20.00 BE INCREASED TO \$1.00 IN 2002 FOR NEW EVENTS NOT YET CONTRACTED AND TO \$1.50 IN 2003; and

3. THAT THE \$0.50 PER TICKET INCREASE AT COPPS COLISEUM IN 2003 BE ALLOCATED TO THE OPERATING BUDGET TO HELP OFFSET NEW PROGRAMMING INCENTIVES AND ONGOING MAINTENANCE REQUIREMENTS; and
4. THAT THE \$0.50 PER TICKET CAPITAL IMPROVEMENT SURCHARGE AMOUNT FOR CONCERTS AT THE HAMILTON CONVENTION CENTRE BE INCREASED TO \$1.00 IN 2002 FOR NEW EVENTS NOT YET CONTRACTED AND TO \$1.50 IN 2003; and
5. THAT THE CURRENT \$1.50 PER TICKET CAPITAL IMPROVEMENT SURCHARGE AMOUNT AT THE RONALD V. JOYCE CENTRE FOR THE PERFORMING ARTS AT HAMILTON PLACE REMAIN UNCHANGED.

Respectfully submitted,


Mr. S. Monzavi, Chair *pt.*


Patricia Bennett, Secretary

OPERATIONS COMMITTEE SECOND REPORT OF 2002

The Operations Committee presents its **SECOND** Report of 2002 from its meeting held February 21, 2002 and respectfully requests approval of the following recommendations:

1. Hamilton Convention Centre : Replacement of Floor Carpet – Acceptance of Tender

THAT THE TENDER SUBMITTED BY VARTANIAN RUGS LTD. FOR THE SUPPLY AND INSTALLATION OF FLOOR CARPET ON THE THIRD FLOOR OF THE HAMILTON CONVENTION CENTRE IN THE TOTAL AMOUNT OF \$130,504.25 EXCLUDING APPLICABLE TAXES BE ACCEPTED; and

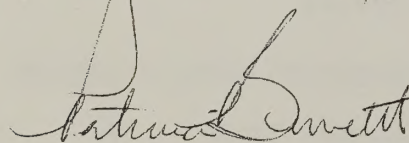
THAT THIS EXPENDITURE BE FINANCED FROM H.E.C.F.I.'S 2002 CAPITAL BUDGET PROGRAM WITH THE ACCOUNT NUMBER TO BE ASSIGNED BY THE CITY OF HAMILTON.

2. Hamilton Place Box Office

THE HAMILTON PLACE BOX OFFICE BE CLOSED ON A PERMANENT BASIS EXCEPT ON SHOW DAYS/NIGHTS EFFECTIVE 2002 APRIL 2.

Respectfully submitted,


Terry Anderson, Chair /pb


Patricia Bennett, Secretary

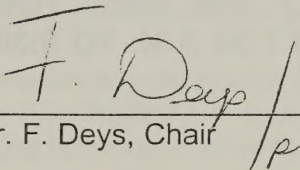
MARKETING & SALES COMMITTEE
FIRST REPORT OF 2002

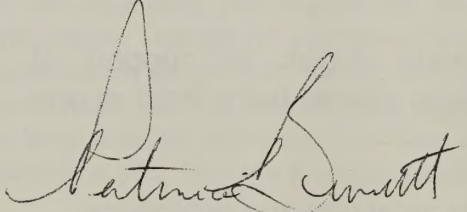
The Marketing & Sales Committee presents its **FIRST** Report of 2002 from its meeting held February 21, 2002 and respectfully requests approval of the following recommendation:

1. 2002 Marketing Plan

THAT THE 2002 MARKETING PLAN BE APPROVED.

Respectfully submitted,


Mr. F. Deys, Chair


Patricia Bennett, Secretary

MEMO TO: **H.E.C.F.I. BOARD OF DIRECTORS**

FROM: Gabe Macaluso
Managing Director/CEO:

DATE: 2002 March 25

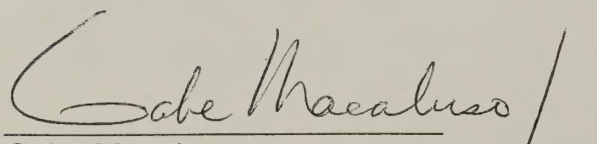
SUBJECT: **COMMUNITY BREAKFAST: April 23, 2002**
Community Builders Breakfast
Hamilton Convention Centre

RECOMMENDATION:

THAT THE BOARD OF DIRECTORS PURCHASE A TABLE OF TEN TO THE COMMUNITY BUILDERS BREAKFAST TO BE HELD AT THE HAMILTON CONVENTION CENTRE TUESDAY, APRIL 23, 2002 FROM 7:30 A.M. TO 9:30 A.M. AT A COST NOT TO EXCEED \$500.

BACKGROUND:

- The H.E.C.F.I. Board of Directors traditionally shows its support of community organizations by purchasing a table to events being held in one of the H.E.C.F.I. facilities.
- Funds are available in the Board's allocation for meetings and receptions.


Gabe Macaluso
Managing Director/CEO

pb



Community Builders Breakfast

"Celebrating The Spirit Of Volunteerism"

MAR 14 2002

March 7, 2002

Pat Bennett
HECFI
101 York Blvd
Hamilton, ON L8R 4L4

Dear Pat:

Volunteer Hamilton and The Hamilton Spectator are pleased to invite you to the Fourth Annual **Community Builders Breakfast** to be held on Tuesday, April 23, 2002 from 7:30 am - 9:30 am at the Hamilton Convention Centre as part of the community celebrations during National Volunteer Week 2002. The goal of the Community Builders Breakfast is to *celebrate the spirit of volunteerism* and recognize the commitment of the corporate community. It also provides an opportunity to profile Volunteer Hamilton with community leaders.

As a guest and table sponsor last year, you know that this is an outstanding event. Since the last breakfast, the Volunteer Hamilton has utilized the proceeds of the breakfast to develop and support corporate employee volunteer initiatives in Hamilton. We hope you will join us again this year by purchasing a table for your organization.

The dynamic keynote speaker for this event is **Ms. Jagoda Pike** - Publisher, The Hamilton Spectator and Senior Vice-President, Regional Daily Newspapers, Torstar Media Group. Jagoda will discuss the ever-changing landscape of news coverage, including media convergence and the impact on our daily lives.

We are requesting your support for this activity. A reserved table will ensure your organization's participation. Through the purchase of a table for \$500, you will be entitled to seating for ten individuals, recognition in the program and on the day of the event. There are a number of additional sponsorship opportunities that will enhance your organization's commitment to supporting volunteerism in Hamilton. We have attached information on these opportunities for your consideration. Please contact Volunteer Hamilton at 905.523.4444 to confirm your participation by reserving your table for this event.

We look forward to welcoming you at the 4th Annual **Community Builders Breakfast** on April 23, 2002. Thank you.

Sincerely,

Sharon Lax
Past President, Board of Directors
Volunteer Hamilton



Main Office, 627 Main St. East, Suite 206, Hamilton, ON L8M 1J5; 905-523-4444

A UNITED WAY AGENCY • VOLUNTEER CANADA MEMBER AGENCY

Sponsorship Opportunities for the 2002 Community Builders Breakfast

April 23, 2002 - In Support of Volunteer Hamilton

Goal of the 2002 Community Builders Breakfast:

The 2002 Community Builders Breakfast is an opportunity to recognize and celebrate the commitment and support of the corporate community to the spirit of volunteerism.

Gold Sponsor: \$ 2,500 - \$ 4,999 Level

- Table of 10 at Breakfast
- Name Displayed Day of Event
- Name and Corporate Logo on Programme at Event
- Name Promoted in Media Related to Event
- Name and Corporate Logo in Newsletter of Volunteer Hamilton
- Recognition of Contribution at the Event
- Recognition of Contribution on Volunteer Hamilton web site
- One Year Corporate Membership with the Volunteer Hamilton

Silver Sponsor: \$ 1,000 - \$2,499 Level

- Table of 10 at Breakfast
- Name Displayed Day of Event
- Name and Corporate Logo on Programme at Event
- Name Promoted in Media Related to Event
- Name and Corporate Logo in Newsletter of Volunteer Hamilton
- Recognition of Contribution at the Event
- Recognition of Contribution on Volunteer Hamilton web site

Bronze Sponsor: \$ 500 Level

- Table of 10
- Name Displayed Day of Event
- Name (only) on Programme at Event

Individual/Group Ticket Sponsors: \$ 50 per ticket

Individual and Group Tickets can be purchased for this event at a cost of \$50 per person

For more information about these sponsorship and involvement opportunities please contact:

Volunteer Hamilton
206-627 Main Street East
Hamilton, Ontario L8M 1J5
(905) 523-4444 (Office)
(905) 523-7465 (Fax)
info@volunteerhamilton.on.ca (email)

COME... GROW WITH US

March 20, 2002

Honorary

Co-Chairs:

Mr. Ron

Foxcroft

Hamilton Entertainment and Convention Facilities Inc.
10 McNab Street, S.,
Hamilton, ON L8P 3Y3

Attention: Gabe Macaluso

The Right

Reverend

John

Bothwell

Dear Gabe:

Thank you to you and your staff for making possible our "Lord of the Dance" performance and reception fundraiser. Your co-operation and guidance assured the success we desired. It was a smooth experience with no unpleasant surprises.

Jeannette Gilkes found it refreshing and enjoyable to work with you again.

Perhaps we can work together again in the future.

Thanks again,

Norm Jackson
Fundraising Committee

c.c. Jeanette Gilkes



Art Gallery Of Hamilton

February 7, 2002

Councillor R.F. Powers
Chair, H.E.C.F.I.
City Hall
The New City of Hamilton
71 Main Street West, 2nd floor
Hamilton, Ontario
L8P 4Y5

Dear Councillor Powers:

Please accept our most sincere congratulations on your appointment as Chair of H.E.C.F.I. We were delighted to meet with you recently to discuss our future plans.

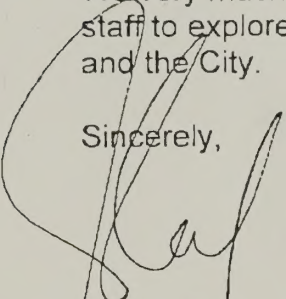
As you know, the Gallery will soon be undertaking major renovations to its building and sculpture court. After years of planning and fundraising, construction is now imminent. Throughout the development of this project, we have worked closely with many but most importantly with the City. Currently, three city employees, Juri Berzins, Domenic Lunardo and Mark Strba are part of our Building Committee.

At this stage, and while much remains to be finalized on King and Main Streets, Summer's Lane and the Sculpture Court, we would welcome opportunities to meet and collaborate with you at every level of this project's development to discuss our plans and any plans you might have to achieve the most of this unique opportunity for all of us. As you know, there is much to be gained through partnership.

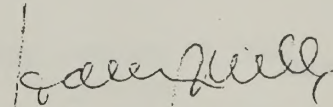
While repairs to our building will ensure the protection of Hamilton's best art collection and improve the Gallery's ability to present better exhibitions and programs, this will also contribute to a much enhanced downtown Hamilton for both its residents and tourists. As you know, the Gallery is a committed partner to an economically, socially and visually revitalized downtown.

We very much look forward to meeting and working with you, your Board and staff to explore ways of collaborating to maximize this opportunity for both of us and the City.

Sincerely,



Louise Dompierre
President and C.E.O



Karen Mills
Board member and Chair, Building Committee



The Hamilton Follies Inc.

"Geritol Follies"

January 31st, 2002

Mr. G. Macaluso C.E.O.
Hamilton Entertainment and
Convention Facilities Inc.
10, MacNab Street South,
Hamilton, Ontario. L8P 4Y3

Dear Mr. Macaluso,

For the past 27 years, the Geritol Follies have experienced the exceptional leadership of Christine Hamilton C.M. Because of ill health Miss Hamilton has now retired as Director-Producer of the Geritol Follies, but will remain as a consultant to the organization. It is Miss Hamilton's wish, and that of the members, the Geritol Follies will continue as a Seniors Entertainment group. With the arrangements we now have in place, we feel her wish will be realized.

Carl Horton, has been Musical Director to the Follies for the past 17 years and will now resume the position of Director-Producer. The position of Office Administrator will be held by Christine Pearson, Assistant to the Administrator is Daphne Jeffree. Alana Turner will continue as the Choreographer. We look forward to working with these people and all who support us working behind the scenes.

Your interest and support of the Geritol Follies through the years is greatly appreciated, we truly hope it will continue as we now start a new phase in the life of our organization, under the direction of Carl.

Yours sincerely,

Mrs. B. Marskell
President

HAMILTON PLACE
10 MacNab Street South
Hamilton, Ontario L8P 4Y3

CARL HORTON
Director - Producer

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday, January 31, 2002
12:00 Noon
Hamilton Convention Centre
Room 202

MINUTES

PRESENT: Councillor R. Powers, Chair
Mr. A. Skrypniak, First Vice Chair
Mrs. M. Dow, Second Vice Chair
Councillor C. Collins
Councillor A. Horwath
Mr. T. Anderson
Mr. P. DeCaria
Mr. F. Deys
Mr. S. Monzavi
Mr. I. Thompson

ALSO PRESENT: Mr. G. Macaluso
Mr. B. Calder
Mr. R. DiFilippo
Mr. S. Farrauto
Mr. J. Elder
Ms. D. Vivian
Mrs. J. Mills

REGRETS: Mayor R. Wade
Councillor B. Kelly
Mr. R. Baboth
Ms. B. Shackleton

1. Opening Remarks

Board Chair, Councillor Powers, called the meeting to order at 12:15 p.m. thanking everyone for coming out during bad weather. Councillor Powers advised that in conjunction with the International Year of Volunteers, the Government of Canada has formally recognized Hamilton Place for outstanding service and contribution as a volunteer. A letter of acknowledgement will be forwarded to MP Beth Phinney. Production of a movie set at Copps Coliseum will begin in February to be followed by several weeks in March and April of filming for a major movie. Kurt Browning has confirmed December 2nd for a TV Special featuring top skaters and musical entertainers. This will be televised nationally and internationally.

A. Finance & Administration Committee First Report of 2002

This item was deferred; to be discussed following an item under Business Arising From the Minutes.

B. Operations Committee First Report of 2002

The Board received the Operations Committee First Report of 2002 from its meeting held January 24, 2002. It was

MOVED by Councillor Horwath, seconded by Mr. Anderson that

HCC/HP : Interior Display Advertising Signage Locations

THAT ONE (1) LOCATION BE APPROVED IN THE MAIN LOBBY AREAS OF BOTH THE HAMILTON CONVENTION CENTRE AND THE HAMILTON PLACE THEATRE FOR THE INSTALLATION OF DISPLAY ADVERTISING SIGNAGE; and

THAT STAFF OBTAIN PROPOSALS CONVEYING THE AUTHORITY TO SUPPLY AND INSTALL DISPLAY ADVERTISING SIGNAGE AND TO SELL ADVERTISING ON SAME IN THE LOCATIONS DESIGNATED; and

THAT THE FOREGOING BE SUBJECT TO FINAL APPROVAL BY THE BOARD OF DIRECTORS.

MOTION CARRIED.

C. Community Dinner : B'nai Brith

Management's January 25th report was received. During discussion it was suggested that if Board Members cannot attend this dinner, staff be invited to attend the event. It was acknowledged that the February 4th event is short notice for Board Members; whenever possible, advance notice will be provided of such upcoming events. It was

MOVED by Mr. Deys, seconded by Mr. DeCaria that

THE BOARD OF DIRECTORS PURCHASE A TABLE OF TEN AT A COST NOT TO EXCEED \$1,250. TO THE 51ST ANNUAL B'NAI BRITH SPORTS CELEBRITY DINER TO BE HELD AT THE HAMILTON CONVENTION CENTRE FEBRUARY 4, 2002.

MOTION CARRIED.

D. Community Dinner : CYO Celebrity Dinner

Management's January 25th report was received. It was

MOVED by Councillor Collins, seconded by Mr. Thompson that

THE BOARD OF DIRECTORS PURCHASE TWO TICKETS ON BEHALF OF THE CHAIR AND FIRST VICE CHAIR, OR DESIGNATES, TO ATTEND THE CYO CELEBRITY DINNER, THURSDAY, FEBRUARY 28, 2002 AT CARMEN'S BANQUET CENTRE AT A COST OF \$200.

MOTION CARRIED. It was noted that the Board Chair will not be available to attend the event. The First and Second Vice Chairs will attend.

2. Correspondence

MOVED by Mr. Skrypnjak, seconded by Mr. DeCaria that

CORRESPONDENCE BE RECEIVED FROM INDIVIDUALS FROM THE DUNSBY PROPERTY INSPECTIONS; BROTT MUSIC FESTIVALS; THE HAMILTON SPECTATOR SUMMER CAMP FUND; THE GOOD SHEPHERD CENTRES; ST. PETER'S FOUNDATION; HILLFIELD STRATHALLAN; TEEN MANIA CANADA; AS WELL AS STAFF MEMBER DEBRA VIVIAN.

MOTION CARRIED.

3. Minutes of Regular Meeting Held November 29, 2001

4. Minutes of Special Meeting Held December 13, 2001

5. Minutes of Special Meeting Held January 7, 2002

MOVED by Councillor Howarth, seconded by Mrs. Dow that

THE MINUTES OF THE REGULAR MEETING HELD NOVEMBER 29, 2001; MINUTES OF SPECIAL MEETING HELD DECEMBER 13, 2001; AND THE MINUTES OF THE SPECIAL MEETING HELD JANUARY 7, 2002 BE APPROVED.

MOTION CARRIED.

6. Business Arising from the Minutes

6.1 Hamilton Convention Centre – Interior Renovations

Management's January 29th report was received.

Background: At the December 13th meeting the Board carried a resolution which directed staff to replace the carpet throughout the Convention Centre and to add the cost of doing a complete renovation to the 2002 – 2011 Capital Budget Programme.

At the January 24th Finance & Administration Committee meeting staff reported that the tender for carpet replacement had been circulated and presented the amended 2002 – 2011 Capital Budget (which included renovation costs spread over five years). The Finance & Administration Committee approved the amended Ten Year 2002 – 2011 Capital Budget Programme which included staff's recommendation to meet with staff from the Finance Section of the City of Hamilton to develop and present a financing plan for projects beyond the year 2002.

Following discussion at the January 24th Operations Committee meeting, staff was directed to present a subsequent report to the full Board Meeting January 31st which outlines and details costs to replace the carpet on the third floor only while utilizing the remainder of the funds approved in the 2002 Capital Budget Programme for carpet replacement to complete further renovations on the third floor of the facility. As well, staff was directed to present alternate proposals respecting floor-by-floor renovations to the facility.

Councillor Powers opened the floor for discussion, advising that if, as a result of such discussion, it was determined that reconsideration of the December 13th resolution is required, a motion from the floor would be necessary. Considerable discussion ensued. Councillor Collins stated that City Council agreed to approve the change in the capital budget and to make funds available for carpet replacement throughout the facility; any change to that process must be reported to City Council.

MOVED by Mr. Skrypniak, seconded by Mrs. Dow that

THE DECEMBER 13, 2001 RESOLUTION THAT MANAGEMENT PROCEED WITH THE PREVIOUSLY APPROVED PROJECT TO REPLACE CARPET THROUGHOUT THE ENTIRE CONVENTON CENTRE BE RECONSIDERED.

MOTION CARRIED. Councillor Collins opposed the motion.

MOVED by Mr. Anderson, seconded by Mr. Skrypniak that

OPTION ONE OF MANAGEMENT'S JANUARY 29TH REPORT BE APPROVED WITH THE PROVISIO THAT ANY SURPLUS FUNDS BE UTILIZED TO COMPLETE FURTHER ENHANCEMENTS TO THE THIRD FLOOR; and

THAT OPTIONS 1 AND 2 BE CONSIDERED JOINTLY IN THE STAGING OF SUBSEQUENT RENOVATIONS IN YEARS 2003, 2004 AND 2005.

MOTION CARRIED. Councillor Collins opposed the motion.

Year	Location	Option One	
		Work to be Undertaken	Estimated Cost
2002	Third Floor	-Replace floor carpet throughout	\$ 129,250.00
		-Replace metal baffle lighting grid	\$ 80,050.00
		-Replace lighting/ceiling tiles in Webster A, B and C	\$ 54,390.00
		Sub Total	\$ 263,690.00
		Contingency, PST and Consulting fees	\$ 65,920.00
		TOTAL	\$ 329,610.00
		BUDGET	\$ 330,000.00
2003	Third Floor	-Refurbish millwork on bars, counters and doors	\$ 49,200.00
		-Install new rollup door Chedoke elevator opening	\$ 14,000.00
		-Install new north/south dividing partition wall in Chedoke Ballroom	\$ 127,700.00
	Second Floor	-Replace floor carpet throughout	\$ 79,620.00
		-Replace decorative ceiling lighting	\$ 3,075.00
		-Replace metal baffle lighting grid	\$ 49,980.00
		-Replace lighting/ceiling tiles in meeting rooms	\$ 55,390.00
		-Refurbish millwork on counters and doors	\$ 25,400.00
		-Construct new permanent bar in Albion Lounge	\$ 45,000.00
		Sub Total	\$ 449,365.00
		Contingency, PST and Consulting fees	\$ 157,280.00
		TOTAL	\$ 606,645.00
		BUDGET	\$ 600,000.00
2004	First Floor	-Replace floor tile in main lobby and Wentworth concourse	\$ 90,000.00
		-Replace decorative ceiling lighting	\$ 9,225.00
		-Refurbish millwork on bars, counters, and doors	\$ 30,000.00
		-Refurbish and upgrade passenger elevators	\$ 80,000.00
		Sub Total	\$ 209,225.00
		Contingency, PST and Consulting fees	\$ 73,230.00
		TOTAL	\$ 282,455.00
		BUDGET	\$ 300,000.00

		Option One (cont'd)	
Year	Location	Work to be Undertaken	Estimated Cost
2005	First, Second Third Floors	- Renovate washrooms	\$ 546,450.00
		Sub Total	\$ 546,450.00
		Contingency, PST and Consulting fees	\$ 191,260.00
		TOTAL	\$ 737,710.00
		BUDGET	\$ 750,000.00

7. Reports

7.1 Financial Summary for the Eleven Month Period Ended November 30, 2001

7.2 Status of HECFI Revenue for the Eleven Month Period Ended November 30, 2001

MOVED by Councillor Howarth, seconded by Mr. Thompson that

THE REPORTS, FINANCIAL SUMMARY FOR THE ELEVEN MONTH PERIOD ENDED NOVEMBER 30, 2001 AND THE STATUS OF HECFI REVENUE FOR THE ELEVEN MONTH PERIOD ENDED NOVEMBER 30, 2001 BE RECEIVED.

MOTION CARRIED.

8. Private and Confidential

MOVED by Mr. Deys, seconded by Mrs. Dow that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 12:55 P.M.

MOTION CARRIED.

MOVED by Mr. Thompson, seconded by Mr. DeCaria that

THE IN-CAMERA SESSION BE ADJOURNED AT 1:10 P.M.

MOTION CARRIED.

A personnel matter was referred to the Finance and Administration Committee.

9. New Business

Nil

10. Other Business

Nil

11. Date of Next Meeting

Thursday, February 28, 2002

12. Adjournment

The meeting adjourned at 1:11 p.m.

TAKEN AS READ AND APPROVED

Councillor Russ Powers, Chair

Patricia Bennett, Secretary

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HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Friday, May 3, 2002
12:00 Noon
(Lunch Served at 11:30 p.m.)
Hamilton Convention Centre
Albion C**

URBAN MUNICIPAL

MAY 06 2002

GOVERNMENT DOCUMENTS

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

ACTION ITEMS

- A. *Finance & Administration Committee Third Report of 2002* Attachment A

INFORMATION ITEMS

2. Correspondence Attachment 2
3. Minutes of Regular Meeting Held March 28, 2002 Attachment 3
- 3.1 Errors or Omissions
- 3.2 Motion for Approval
4. Business Arising from the Minutes
- 4.1 Report : Construction at Summers Lane Parking : HECFI Attachment 4.1
- 4.2 Report : Provision of Food & Beverage : AGH Attachment 4.2
5. Reports
- 5.1 Financial Summary for the Year Ended December 31, 2001 Attachment 5.1
- 5.2 Financial Summary for the Three Month Period Ended
March 31, 2002 Attachment 5.2
6. Private and Confidential
7. New Business
8. Other Business
9. Date of Next Meeting: Thursday, May 30, 2002
10. Adjournment

OUTSTANDING BUSINESS

- (i) Colliers Operational & Strategic Reviews of HECFI : CEO's Participation in City Review
- (ii) City Manager to Attend Future Board Meeting
- (iii) Report : City Chargebacks
- (iv) Assessment of City's Call Centre : Ticket Phone Orders
- (v) Report : Ticketmaster : June 2002
- (vi) Chief of Police to Attend Future Board Meeting : Motorcycle Colors
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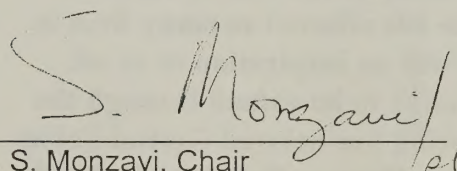
FINANCE AND ADMINISTRATION COMMITTEE
THIRD REPORT OF 2002

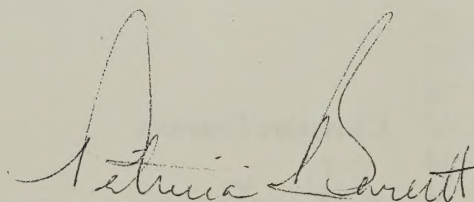
The Finance and Administration Committee presents its **THIRD** Report of 2002 from its meeting held April 18, 2002 and respectfully requests approval of the following recommendations:

1. Financing Plan for H.E.C.F.I. Capital Programme 2002 – 2011

THAT A FINANCING PLAN FOR H.E.C.F.I.'S CAPITAL PROGRAMME BE ADOPTED WHICH INCLUDES THE DEVELOPMENT OF A PROVISION FOR CAPITAL REPLACEMENT AND UTILIZING EITHER DEBENTURE FINANCING OR FUNDS FROM THE \$37,000,000. COMPONENT OF THE PERMANENT HAMILTON FUTURE FUND (FROM HAMILTON HYDRO MONIES) TO FINANCE ANY SHORTFALLS IN THE CAPITAL PROGRAMME.

Respectfully submitted,


Mr. S. Monzavi, Chair


Patricia Bennett, Secretary

2

25th March 2002

Mr. Gabe Macaluso, CEO,
Hamilton Entertainment and
Convention Facilities Inc.
10 MacNab Street South,
Hamilton, Ontario. L8P 4Y3

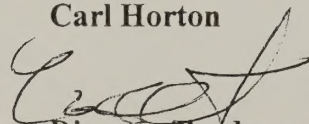
Dear Mr. Macaluso,

We wish to take this opportunity to thank you for your extreme generosity in allowing the recent memorial for Christine Hamilton C.M. to be held at Hamilton Place. We also greatly appreciate the reception provided for those in attendance. This time together was a great comfort for many.

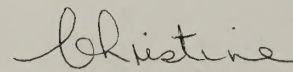
Christine Hamilton will not only be sadly missed by her family and many friends, she will be mourned internationally. Christine has effected so many lives in so many ways, she truly was an inspiration to us all. Her special gifts will continue to be valued through the legacy she has left, that being her beloved Geritol Follies and the Christine Hamilton Bursary/Scholarship Fund.

Yours sincerely,

Carl Horton


Director/Producer

Christine Pearson


Company Manager

Geritol Follies Inc.
10, MacNab Street South,
Hamilton, Ontario. L8P 4Y3

*Thanks, Gabe.
Chris was very
fond of you.
H*

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday, March 28, 2002
12:00 Noon
Hamilton Convention Centre
Room 314

MINUTES

PRESENT:

Councillor R. Powers, Chair
Mr. A. Skrypniak, First Vice Chair
Mrs. M. Dow, Second Vice Chair
Mayor R. Wade
Councillor C. Collins
Mr. T. Anderson
Mr. R. Baboth
Mr. F. Deys
Mr. S. Monzavi
Ms. B. Shackleton
Mr. I. Thompson

ALSO PRESENT:

Mr. G. Macaluso
Mr. B. Calder
Mr. R. DiFilippo
Mr. S. Farrauto
Mr. J. Elder
Ms. D. Vivian
Mrs. J. Mills

REGRETS:

Councillor A. Horwath
Councillor B. Kelly
Mr. P. DeCaria

1. Opening Remarks

Chair Russ Powers called the meeting to order at 12:10 p.m.

A. Finance & Administration Committee First Report of 2002

The Finance & Administration Committee First Report of 2002 from its meeting held January 22, 2002 was received and the following recommendation endorsed:

MOVED by Mr. Monzavi, seconded by Mrs. Dow that

2002 to 2011 Capital Budget Program

THE SUMMARY OF CAPITAL PROJECTS PRESENTED IN MANAGEMENT'S JANUARY 11TH REPORT, REVISED TO INCLUDE THE EXPENDITURE NECESSARY TO UNDERTAKE AN INTERIOR RENOVATION OF THE HAMILTON CONVENTION CENTRE, BE CONSIDERED FOR INCLUSION WITHIN THE TEN (10) YEAR 2002 – 2011 CAPITAL BUDGET PROGRAM; and

THAT THE "VARIOUS REPLACEMENTS AND RENOVATIONS" PROJECTS FOR HAMILTON PLACE BE FINANCED FROM THE RONALD V. JOYCE CENTRE FOR THE PERFORMING ARTS AT HAMILTON PLACE RESERVE FUND; and

THAT THE CAPITAL PROJECTS FOR THE HAMILTON CONVENTION CENTRE AND COPPS COLISEUM BE FINANCED FROM THE H.E.C.F.I. RESERVE FOR CAPITAL PROJECTS TO THE EXTENT FUNDS ARE AVAILABLE; and

THAT H.E.C.F.I. STAFF AND STAFF FROM THE FINANCE SECTION FOR THE CITY OF HAMILTON DEVELOP AND PRESENT TO THE H.E.C.F.I. BOARD OF DIRECTORS A FINANCING PLAN FOR THE REMAINING PROJECTS.

MOTION CARRIED.

B. Finance & Administration Committee Second Report of 2002

The Finance & Administration Second Report of 2002 from its meeting held March 21, 2002 was received and the following recommendations endorsed:

MOVED by Mr. Monzavi, seconded by Mrs. Dow that

H.E.C.F.I. Non-Union Job Evaluation / Compensation Plan

1. H.E.C.F.I. ADOPT THE CITY'S JOB EVALUATION PLAN TO ESTABLISH AND MAINTAIN INTERNAL EQUITY, A COMPETITIVE POSITION, AND THE ABILITY TO ATTRACT, MOTIVATE AND RETAIN EMPLOYEES; and
2. THAT THE FOLLOWING NON-UNION SALARY GRID BE APPROVED, EFFECTIVE JANUARY 1, 2002; and

3. THAT THE PLAN BE IMPLEMENTED WITH NO INCREASE TO THE H.E.C.F.I. 2002 OPERATING BUDGET; and
4. THAT H.E.C.F.I. REQUEST OF THE CITY, THE OPTION OF PARTICIPATING IN ANY CONSULTANT'S PERIODIC REVIEW OF MARKET COMPARISONS.

6 STAFF	1	30,707 – 36,125
0 STAFF	2	37,124 – 43,676
7 STAFF	3	41,406 – 48,714
11 STAFF	4	46,986 – 55,278
3 STAFF	5	53,093 – 62,464
5 STAFF	6	59,994 – 70,581
4 STAFF	7	67,796 – 79,761
0 STAFF	8	73,069 – 85,964
2 STAFF	9	79,284 – 93,275
0 STAFF	10	88,018 – 103,550

Increase to Capital Improvement Surcharges

1. THAT THE CURRENT \$0.50 PER TICKET CAPITAL IMPROVEMENT SURCHARGE AMOUNT AT COPPS COLISEUM REMAIN UNCHANGED FOR THOSE TICKETS PRICED BETWEEN \$15.01 AND \$20.00; and
2. THAT THE COPPS COLISEUM \$0.50 PER TICKET SURCHARGE AMOUNT ON THOSE TICKETS PRICED IN EXCESS OF \$20.00 BE INCREASED TO \$1.00 IN 2002 FOR NEW EVENTS NOT YET CONTRACTED AND TO \$1.50 IN 2003; and
3. THAT THE \$0.50 PER TICKET INCREASE AT COPPS COLISEUM IN 2003 BE ALLOCATED TO THE OPERATING BUDGET TO HELP OFFSET NEW PROGRAMMING INCENTIVES AND ONGOING MAINTENANCE REQUIREMENTS; and
4. THAT THE \$0.50 PER TICKET CAPITAL IMPROVEMENT SURCHARGE AMOUNT FOR CONCERTS AT THE HAMILTON CONVENTION CENTRE BE INCREASED TO \$1.00 IN 2002 FOR NEW EVENTS NOT YET CONTRACTED AND TO \$1.50 IN 2003; and
5. THAT THE CURRENT \$1.50 PER TICKET CAPITAL IMPROVEMENT SURCHARGE AMOUNT AT THE RONALD V. JOYCE CENTRE FOR THE PERFORMING ARTS AT HAMILTON PLACE REMAIN UNCHANGED.

MOTION CARRIED.

C. Operations Committee Second Report of 2002

The Operations Committee Second Report of 2002 from its meeting held February 21, 2002 was received and the following recommendations endorsed:

MOVED by Mr. Anderson, seconded by Mr. Baboth that

Hamilton Convention Centre : Replacement of Floor Carpet – Acceptance of Tender

THE TENDER SUBMITTED BY VARTANIAN RUGS LTD. FOR THE SUPPLY AND INSTALLATION OF FLOOR CARPET ON THE THIRD FLOOR OF THE HAMILTON CONVENTION CENTRE IN THE TOTAL AMOUNT OF \$152,980 EXCLUDING APPLICABLE TAXES BE ACCEPTED; and

THAT THIS EXPENDITURE BE FINANCED FROM H.E.C.F.I.'S 2002 CAPITAL BUDGET PROGRAM WITH THE ACCOUNT NUMBER TO BE ASSIGNED BY THE CITY OF HAMILTON.

2. Hamilton Place Box Office

THE HAMILTON PLACE BOX OFFICE BE CLOSED ON A PERMANENT BASIS EXCEPT ON SHOW DAYS/NIGHTS EFFECTIVE 2002 MAY 6.

MOTION CARRIED.

D. Marketing & Sales Committee Second Report of 2002

The Marketing & Sales Committee Second Report of 2002 from its meeting held February 21, 2002 was received and the following recommendation endorsed:

MOVED by Mr. Deys, seconded by Mrs. Dow that

2002 Marketing Plan

THE 2002 MARKETING PLAN BE APPROVED.

MOTION CARRIED.

It was noted that further discussion respecting parking revenues generated at Summers Lane will take place during the anticipated meeting with new City Manager, Mr. Robertson. Staff was directed to provide a report detailing the impact on HECFI and its clients of the construction currently underway in the parking garage.

E. Community Breakfast : Community Builders Breakfast

Management's March 25th report was received. It was

MOVED by Mr. Anderson, seconded by Mr. Thompson that

THE BOARD OF DIRECTORS PURCHASE A TABLE OF TEN TO THE COMMUNITY BUILDERS BREAKFAST TO BE HELD AT THE HAMILTON CONVENTION CENTRE TUESDAY, APRIL 23, 2002 FROM 7:30 A.M. TO 9:30 A.M. AT A COST NOT TO EXCEED \$500.

MOTION CARRIED.

Councillor Powers requested Board Members to inform the Board Secretary as soon as possible if they plan to attend the event in order that appropriate seating arrangements can be made.

2. Correspondence

Correspondence was received from the Fundraising Committee of the charitable organization *Come Grow With Us* expressing appreciation to HECFI for its assistance with its event; from the Art Gallery of Hamilton expressing its willingness to join with HECFI in any redevelopment plans affecting the two organizations. It was

MOVED by Mr. Thompson, seconded by Mr. Baboth that

CORRESPONDENCE AS LISTED ABOVE BE RECEIVED.

MOTION CARRIED.

Staff was directed to present a report outlining its plan to initiate and implement the provision of food and beverage at AGH's functions.

3. Minutes of Regular Meeting Held January 31, 2002

MOVED by Mr. Deys, seconded by Mr. Skrypniak that

THE MINUTES OF THE REGULAR MEETING HELD JANUARY 31, 2002 BE APPROVED.

MOTION CARRIED.

4. Business Arising from the Minutes

Nil

5. Reports

5.1 Financial Summary for the Two Months Ended February 28, 2002

The Director of Business Services presented the Financial Summary for the Two Months Ended February 28, 2002 reporting that HECFI's municipal contribution was under-expended by \$41,734. The favourable results for the two month period arose primarily due to higher than budgeted revenues being attained as a result of high activity levels at all three facilities.

MOVED by Mr. Skrypniak, seconded by Mr. Deys that

THE FINANCIAL SUMMARY FOR THE TWO MONTHS ENDED FEBRUARY 28, 2002 BE RECEIVED.

MOTION CARRIED.

During ensuing discussion Mr. DiFilippo apprised the Board of the City's Finance staffs' proposed transfer of CUP charges to HECFI. The transfer would reflect an increase in HECFI's municipal contribution to an estimated \$3 million dollars. Mr. DiFilippo informed City staff that the Board has previously approved its 2002 budget and that any proposed adjustments/changes to processes should be included in the (previously requested) City's report to HECFI on charge-backs. It was reiterated that the Colliers report recommended all HECFI expenses and revenue associated with its operation be transferred to its budget, including parking revenue. The Board endorsed Mr. DiFilippo's response to the City.

6. Private and Confidential

MOVED by Mr. Skrypniak, seconded by Mr. Monzavi that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 12:50 P.M.

MOTION CARRIED.

MOVED by Mrs. Dow, seconded by Ms. Shackleton that

THE IN-CAMERA SESSION BE ADJOURNED AT 1: 15 P.M.

MOTION CARRIED.

7. New Business

7.1 Membership Colors at Events

Legal Counsel Peter Barkwell apprised the Board of possible legal implications associated with the development of a policy pertaining to club membership colors at H.E.C.F.I. events. It was agreed that Mayor Wade will invite Police Chief Ken Robertson to the next H.E.C.F.I. Board meeting to discuss the issues.

7.2 Community Dinner : Junior Achievement Annual Governor's Dinner

MOVED by Mr. Baboth, seconded by Mrs. Dow that

THE BOARD OF DIRECTORS PURCHASE A TABLE OF TEN TO THE ANNUAL GOVERNOR'S DINNER TO BE HELD AT THE CONVENTION CENTRE TUESDAY, APRIL 2, 2002 AT A COST NO TO EXCEED \$1250.

MOTION CARRIED.

7.3 Committee Membership : Councillor Bill Kelly

The Board approved Councillor Kelly's request to change his membership from the Operations Committee to the Finance & Administration Committee.

7.4 Recognition of Pat Quinn : Banner at Copps Coliseum

MOVED by Mr. Anderson, seconded by Ms. Shackleton that

THE H.E.C.F.I. BOARD OF DIRECTORS SUPPORT MAYOR WADE'S RECOMMENDATION TO PERMANENTLY INSTALL A BANNER IN THE RAFTERS OF COPPS COLISEUM IN HONOUR OF PAT QUINN IN RECOGNITION OF HIS LONG STANDING CONTRIBUTION TO SPORTS AND SPECIFICALLY, HIS COACHING OF THE CANADIAN 2002 GOLD MEDAL HOCKEY TEAM; and

THAT CITY COUNCIL BE SO ADVISED.

8. Other Business

Nil

9. Date of Next Meeting

Thursday, April 25, 2002

10. Adjournment

The meeting adjourned at 1:15 p.m.

TAKEN AS READ AND APPROVED

Councillor R. Powers, Chair

Patricia Bennett, Secretary

-RECOMMENDATION-

FOR INFORMATION

MEMO TO : HECFI BOARD OF DIRECTORS

FROM : Mr. G. Macaluso,
Managing Director/CEO

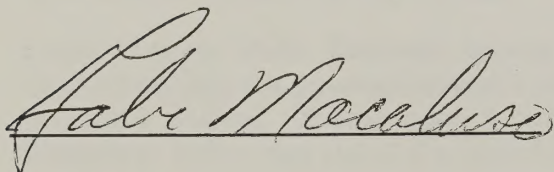
: Mr. B. Calder, P.Eng.,
Director of Operations/Events Delivery

DATE : 2002 April 23

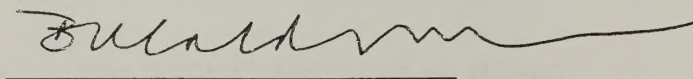
SUBJECT : CONSTRUCTION IN SUMMERS LANE
UNDERGROUND PARKING GARAGE

RECOMMENDATION:

**THAT THE FOLLOWING REPORT BE RECEIVED FOR INFORMATION
PURPOSES.**



G. Macaluso
Managing Director/CEO



B. Calder, P.Eng.
Director of Operations/Events Delivery

FINANCIAL IMPLICATIONS:

Not applicable.

BACKGROUND:

At the 2002 March 28 meeting of the HECFI Board of Directors, staff was directed to provide a report detailing the impact on HECFI and its clients of the construction currently underway in the Summers Lane underground parking garage.

The Parking Enforcement and Operations Division of The City of Hamilton is presently undertaking an expansion of their existing offices on the main level of the parking garage. Once completed in late June, these offices will accommodate all parking enforcement and operations staff, the balance of which are currently located at City Hall.

The existing offices are being expanded southward into the southeast corner of the main parking level. Approximately fifty (50) parking spaces will be lost as a result of the construction.

To date, the ongoing construction has not had any impact on HECFI or its clients in terms of disruption to events or unavailability of parking spaces. Parking Enforcement and Operations staff have communicated to us the schedule of construction activity and have demonstrated a willingness to revise this schedule when necessary to address our concerns regarding noise and potential disruption. During the construction phase, approximately one hundred (100) parking spaces have been displaced and as stated above, once construction is complete, fifty (50) spaces or approximately six (6%) percent of the total capacity, will be lost on a permanent basis. We do not anticipate that this reduction in capacity will have a significant impact on the ability of our patrons to secure parking spaces.

-RECOMMENDATION-

FOR INFORMATION

MEMO TO : HECFI BOARD OF DIRECTORS

FROM : Mr. G. Macaluso,
Managing Director/CEO

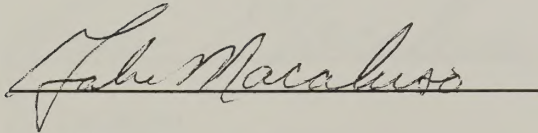
: Mr. B. Calder, P.Eng.,
Director of Operations/Events Delivery

DATE : 2002 April 24

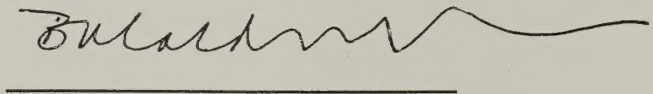
SUBJECT : ART GALLERY OF HAMILTON – CATERING
SERVICES

RECOMMENDATION:

THAT THE FOLLOWING REPORT BE RECEIVED FOR INFORMATION
PURPOSES.



G. Macaluso
Managing Director/CEO



B. Calder, P.Eng.
Director of Operations/Events Delivery

FINANCIAL IMPLICATIONS:

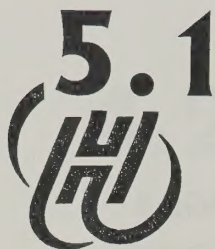
Not applicable.

BACKGROUND:

At the 2002 March 28 meeting of the HECFI Board of Directors, staff was directed to present a report outlining its plan to initiate and implement the provision of food and beverage services at Art Gallery functions.

The HECFI Food and Beverage Section has in the past provided catering services for functions held at the AGH. Most recently, a reception for the Canadian Association of Emergency Physicians was catered at the Gallery by our Food and Beverage Section.

Staff at the AGH are aware of our ability to provide "off premise" catering services. Groups holding functions at the Gallery will rent the appropriate space and make their own arrangements respecting catering services. HECFI is included on the list of recommended caterers that the Gallery provides to these clients. The Gallery itself also holds a number of fund raising events during the course of the year, some of which require catering services. The next function of this nature is scheduled for October and HECFI will be afforded the opportunity to submit a proposal for the catering requirements.



Hamilton
Entertainment
and Convention
Facilities Inc.

Financial Summary
For The Year Ended December 31, 2001
(Preliminary)

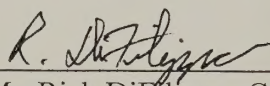
Actual Results For The Year Ended December 31, 2000		(1) Budget	(2) Actual	(3) Favourable (Unfavourable) Budget Variance
\$8,770,498	Revenue	\$7,869,180	\$7,489,535	\$(379,645)
<u>10,543,861</u>	Expenses	<u>9,919,690</u>	<u>9,538,052</u>	<u>381,638</u>
	Excess of Expenses			
<u>\$1,773,363</u>	Over Revenue From Operations	<u>\$2,050,510</u>	<u>\$2,048,517</u>	<u>\$1,993</u>

Comments:

HECFI's preliminary municipal contribution was under-expended by \$1,993 (see row 3, column 3 above) for the year ended December 31, 2001. This represents a decrease of \$158,844 in the over-expended amount reported to you for the eleven-month period ended November 30, 2001.

The preliminary under-expended municipal contribution of \$158,844 for the month of December arose primarily from the City of Hamilton removing a charge of approximately \$126,000. This expense had been previously charged to HECFI and equalled the amount of savings realized from the contribution holiday existing for OMERS payments. The City of Hamilton has agreed with us that the savings resulting from the OMERS contribution holiday belongs to HECFI. Additionally, the spending freeze resulted in lower than budgeted expenditures in the month of December.

Please note that it is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.



Mr. Rick DiFilippo, CA
Manager of Business Services

08 April 2002

HAMILTON
CONVENTION
CENTRE

Copps
Coliseum

HAMILTON
PLACE
THEATRE

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CONSOLIDATED STATEMENT OF REVENUE AND EXPENSES

	Actual Operating Results For The Twelve Month Period Ended December 2000	Favourable/ (Unfavourable) Budget Variance	%		Actual Operating Results For The Twelve Month Period Ended December 2000
	(1)	(2)	(3)	(4)	(5)
REVENUE					
RENTAL, LICENCE FEES AND SHOW REVENUE	\$1,312,850	\$1,312,850	\$1,188,582	(\$124,268)	-9.5%
OTHER RENTALS	529,320	529,320	422,972	(106,348)	-20.1%
FOOD, BEVERAGE AND CONCESSIONS	2,815,790	2,815,790	2,701,623	(114,167)	-4.1%
RECOVERIES	2,493,370	2,493,370	2,489,215	(4,155)	-0.2%
BOX OFFICE	370,330	370,330	385,462	15,132	4.1%
OTHER	347,520	347,520	301,681	(45,839)	-13.2%
TOTAL REVENUE	\$7,869,180	\$7,869,180	\$7,489,535	(\$379,645) *	-4.8%
EXPENSES BY DEPARTMENT / SECTION					
OPERATIONS-ADMINISTRATION	\$272,390	\$272,390	\$282,753	(\$10,363)	-3.8%
FOOD AND BEVERAGE	2,337,050	2,337,050	2,252,896	84,154	3.6%
EVENTS DELIVERY	2,317,250	2,317,251	2,315,183	2,068	0.1%
BUILDING OPERATIONS	2,144,430	2,144,429	2,020,355	124,074	5.8%
MARKETING AND PROMOTION	1,495,490	1,495,490	1,418,798	76,692	5.1%
ADMINISTRATION-CEO/BOARD	511,860	511,860	476,999	34,861	6.8%
PROFESSIONAL FEES	30,000	30,000	15,420	14,580	48.6%
BUSINESS SERVICES	392,870	392,870	360,132	32,738	8.3%
BOX OFFICE	325,990	325,990	309,176	16,814	5.2%
INSURANCE	92,360	92,360	86,340	6,020	6.5%
TOTAL EXPENSES	\$9,919,690	\$9,919,690	\$9,538,052	\$381,638	3.8%
EXCESS OF EXPENSE OVER REVENUE FROM OPERATIONS	\$2,050,510	\$2,050,510	\$2,048,517	\$1,993	0.1%
CONTRIBUTION FROM THE CITY	\$2,050,510	\$2,050,510	\$2,050,510	\$0	0.0%
UNDER (OVER) EXPENDED	\$0	\$0	\$1,993	\$1,993	0.0%
MUNICIPAL CONTRIBUTION	\$0	\$0	\$1,993	\$1,993	0.0%

NOTE: It is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.

*For an analysis of the Budget Variance for revenues, see the attached schedule.

**THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
ANALYSIS OF THE BUDGET VARIANCE FOR REVENUES
FOR THE TWELVE MONTH PERIOD ENDED DECEMBER 31, 2001**

Favourable/ (Unfavourable) Budget Variance Amount
--

REVENUES NOT CLOSELY ASSOCIATED WITH EXPENSES:

RENTAL, LICENCE FEES AND SHOW REVENUE	(\$124,268)
OTHER RENTALS	(106,348)
SODEXHO COMMISSIONS	65,378
TICKETMASTER COMMISSIONS AND NET CREDIT CARD REVENUE	40,563
OTHER	(45,839)
	<u>(\$170,514)</u>

REVENUES CLOSELY ASSOCIATED WITH EXPENSES:

FOOD AND BEVERAGE (LESS SODEXHO COMMISSIONS)	(\$179,545)
RECOVERIES	(4,155)
BOX OFFICE (LESS TICKETMASTER COMMISSIONS AND NET CREDIT CARD REVENUE)	(25,431)
	<u>(\$209,131)</u>
TOTAL	<u><u>(\$379,645)</u></u>

STATUS REPORT ON HECFI REVENUE FOR THE TWELVE MONTH PERIOD ENDED DECEMBER 31, 2001

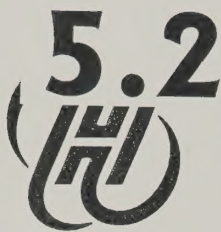
	Hamilton Convention Centre			Hamilton Place			Copps Coliseum			Corporate *			TOTAL HECFI	
	Current Month	Year to Date		Current Month	Year to Date		Current Month	Year to Date		Current Month	Year to Date		Current Month	Year to Date
2001 Actual	296,598	2,904,204		175,931	1,474,008		225,777	2,652,576		103,575	458,747		801,881	7,489,535
2001 Budget	431,192	3,110,070		175,686	1,261,970		301,021	3,066,810		99,593	430,330		1,007,492	7,869,180
Favorable/ (Unfavorable) Variance	(134,594)	(205,866)		245	212,038		(75,244)	(414,234)		3,982	28,417		(205,611)	(379,645)

COMPARISON TO PRIOR YEAR'S ACTUALS

	Hamilton Convention Centre			Hamilton Place			Copps Coliseum			Corporate *			TOTAL HECFI	
	Current Month	Year to Date		Current Month	Year to Date		Current Month	Year to Date		Current Month	Year to Date		Current Month	Year to Date
2001 Actual	296,598	2,904,204		175,931	1,474,008		225,777	2,652,576		103,575	458,747		801,881	7,489,535
2000 Actual	353,970	3,462,502		246,217	1,525,292		438,890	3,231,593		197,737	551,111		1,236,814	8,770,498
Favorable/ (Unfavorable) Variance	(57,372)	(558,298)		(70,286)	(51,284)		(213,113)	(579,017)		(94,162)	(92,364)		(434,933)	(1,280,963)

* Corporate revenue includes revenue common to two or all three facilities, such as interest revenue, gift certificates, box office revenue, etc.

** The monthly and year to date revenue budgets represent targets established by the Marketing and Sales Department.



Hamilton
Entertainment
and Convention
Facilities Inc.

Financial Summary For The First Quarter Ended March 31, 2002

Actual Results For The Quarter Ended March 31, 2001		(1) Budget	(2) Actual	(3) Favourable (Unfavourable) Budget Variance
\$2,380,268	Revenue	\$2,328,142	\$2,650,037	\$ 321,895
2,840,087	Expenses	2,620,902	2,843,793	(222,891)
	Excess of Expenses			
<u>\$ 459,819</u>	Over Revenue From Operations	<u>\$ 292,760</u>	<u>\$ 193,756</u>	<u>\$99,004</u>

Comments:

HECFI's municipal contribution was under-expended by \$99,004 (see row 3, column 3 above) for the quarter ended March 31, 2002. This represents a \$57,270 increase to the under-expended municipal contribution for the month of March.

The favourable results for the month of March arose primarily due to successful bookings at Copps Coliseum (particularly Disney on Ice and Ozzy Osbourne).

The favourable results for the first quarter are due to higher than anticipated revenues being attained as a result of high activity levels at all three facilities.

Please note that it is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.

Mr. Rick DiFilippo, CA
Director of Business Services

24 April 2002

HAMILTON
CONVENTION
CENTRE

Copps
Coliseum

HAMILTON
PLACE
THEATRE

**THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CONSOLIDATED STATEMENT OF REVENUE AND EXPENSES**

	Budgeted		Actual			Favourable/ (Unfavourable)			Actual	
	Operating Results For The Three Month Period Ended March 2002	(2)	Operating Results For The Three Month Period Ended March 2002	(3)		Amount	(4)		Operating Results For The Three Month Period Ended March 2001	(6)
	Annual 2002 Budget	(1)			%		(5)			
REVENUE										
RENTAL, LICENCE FEES AND SHOW REV	\$1,357,200		\$469,060	\$487,117	3.8%	\$18,057		\$415,656		
OTHER RENTALS	437,950		\$129,700	120,263	-7.3%	(9,437)		125,160		
FOOD, BEVERAGE AND CONCESSIONS	3,009,730		\$692,211	823,513	19.0%	131,302		763,749		
RECOVERIES	2,348,660		\$779,087	910,896	16.9%	131,809		906,052		
BOX OFFICE	444,350		\$176,730	227,618	28.8%	50,888		130,190		
OTHER	332,370		\$81,354	80,630	-0.9%	(724)		39,461		
TOTAL REVENUE	\$7,930,260		\$2,328,142	\$2,650,037	13.8%	\$321,895		\$2,380,268		
PENSES BY DEPARTMENT / SECTION										
OPERATIONS-ADMINISTRATION	\$297,310		\$71,467	\$74,356	-4.0%	(\$2,889)		\$68,814		
FOOD AND BEVERAGE	2,445,095		489,780	590,407	-20.5%	(100,627)		588,665		
EVENTS DELIVERY	2,157,830		623,223	781,783	-25.4%	(158,560)		793,678		
BUILDING OPERATIONS	2,201,390		596,219	596,112	0.0%	107		607,321		
MARKETING AND PROMOTION	1,459,935		427,310	411,143	3.8%	16,167		467,779		
ADMINISTRATION-CEO/BOARD	553,280		135,789	124,243	8.5%	11,546		117,260		
PROFESSIONAL FEES	30,000		5,001	-	100.0%	5,001		2,397		
BUSINESS SERVICES	403,940		96,862	92,508	4.5%	4,354		96,941		
BOX OFFICE	342,630		109,989	107,979	1.8%	2,010		97,232		
INSURANCE	89,360		65,262	65,262	0.0%	0		0		
TOTAL EXPENSES	\$9,980,770		\$2,620,902	\$2,843,793	-8.5%	(\$222,891)		\$2,840,087		
EXCESS OF EXPENSE OVER										
REVENUE FROM OPERATIONS	\$2,050,510		\$292,760	\$193,756	33.8%	\$99,004		\$459,819		
CONTRIBUTION FROM THE CITY	\$2,050,510		\$292,760	\$292,760	0.0%	\$0		\$379,787		
UNDER (OVER) EXPENDED										
MUNICIPAL CONTRIBUTION	\$0		\$0	\$99,004	0.0%	\$99,004		(\$80,032)		

NOTE: It is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.

*For an analysis of the Budget Variance for revenues, see the attached schedule.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

ANALYSIS OF THE BUDGET VARIANCE FOR REVENUES
FOR THE THREE MONTH PERIOD ENDED MARCH 31, 2002

	Favourable/ (Unfavourable) Budget Variance Amount
<u>REVENUES NOT CLOSELY ASSOCIATED WITH EXPENSES:</u>	
RENTAL, LICENCE FEES AND SHOW REVENUE	\$18,057
OTHER RENTALS	(9,437)
SODEXHO COMMISSIONS	36,268
TICKETMASTER COMMISSIONS AND NET CREDIT CARD REVENUE	49,950
OTHER	(724)
	<u>\$94,114</u>
<u>REVENUES CLOSELY ASSOCIATED WITH EXPENSES:</u>	
FOOD AND BEVERAGE (LESS SODEXHO COMMISSIONS)	\$95,034
RECOVERIES	131,809
BOX OFFICE (LESS TICKETMASTER COMMISSIONS AND NET CREDIT CARD REVENUE)	938
	<u>\$227,781</u>
TOTAL	<u>\$321,895</u>

STATUS REPORT ON HECFI REVENUE **FOR THE THREE MONTH PERIOD ENDED MARCH 31, 2001**

	<u>Hamilton Convention Centre</u>			<u>Hamilton Place</u>			<u>Copps Coliseum</u>			<u>Corporate *</u>			<u>TOTAL HECFI</u>	
	<u>Current Month</u>	<u>Year to Date</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Current Month</u>	<u>Year to Date</u>
2002 Actual	219,006	710,697	134,306	398,915	466,015	1,312,807	107,734	227,618	927,061	2,650,037				
2002 Budget	245,313	658,119	89,614	358,082	433,189	1,134,711	76,217	177,231	844,333	2,328,143				
Favorable/ (Unfavorable) Variance	(26,307)	52,578	44,692	40,833	32,827	178,096	31,517	50,387	82,728	321,895				

COMPARISON TO PRIOR YEAR'S ACTUALS

	<u>Hamilton Convention Centre</u>			<u>Hamilton Place</u>			<u>Copps Coliseum</u>			<u>Corporate *</u>			<u>TOTAL HECFI</u>	
	<u>Current Month</u>	<u>Year to Date</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>Current Month</u>	<u>Year to Date</u>
2002 Actual	219,006	710,697	134,306	398,915	466,015	1,312,807	107,734	227,618	927,061	2,650,037				
2001 Actual	188,238	689,252	173,699	442,538	579,459	1,118,194	77,052	130,284	1,018,448	2,380,268				
Favorable/ (Unfavorable) Variance	30,768	21,445	(39,393)	(43,623)	(113,444)	194,613	30,682	97,334	(91,387)	269,769				

* Corporate revenue includes revenue common to two or all three facilities, such as interest revenue, gift certificates, box office revenue, etc.

** The monthly and year to date revenue budgets represent targets established by the Marketing and Sales Department.

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HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Thursday, May 30, 2002
12:00 Noon
(Lunch Served at 11:30 a.m.)
Hamilton Convention Centre
Room 314**

URBAN MUNICIPAL

MAY 29 2002

GOVERNMENT DOCUMENTS

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

ACTION ITEMS

- A. *Operations Committee Third Report of 2002*
B. *Community Dinner : 3rd Annual HPO Gala*

*Attachment A
Attachment B*

INFORMATION ITEMS

2. Correspondence
3. Minutes of Regular Meeting Held May 3, 2002
 3.1 Errors or Omissions
 3.2 Motion for Approval
4. Business Arising from the Minutes
5. Reports
 5.1 Financial Summary for the Four Month Period Ended
 April 30, 2002
6. Private and Confidential
7. New Business
8. Other Business
9. Date of Next Meeting:
10. Adjournment

Attachment 2

Attachment 3

Attachment 5.1

Thursday, June 27, 2002

OUTSTANDING BUSINESS

- (i) Colliers Operational & Strategic Reviews of HECFI : CEO's Participation in City Review
(ii) City Manager to Attend Future Board Meeting
(iii) Report : City Chargebacks
(iv) Assessment of City's Call Centre : Ticket Phone Orders
(v) Report : Ticketmaster : June 2002
(vi) Chief of Police to Attend Future Board Meeting : Motorcycle Colors
-

2002 May 24
Patricia Bennett
Legislative Assistant

1950

1951

1952

OPERATIONS COMMITTEE THIRD REPORT OF 2002

The Operations Committee presents its **THIRD** Report of 2002 from its meeting held May 23, 2002 and respectfully requests approval of the following recommendations:

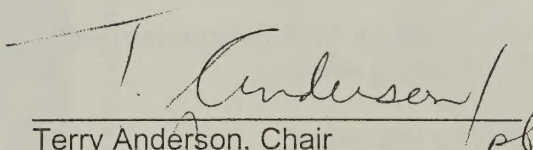
1. HCC/HP : Interior Display Advertising Signage Locations

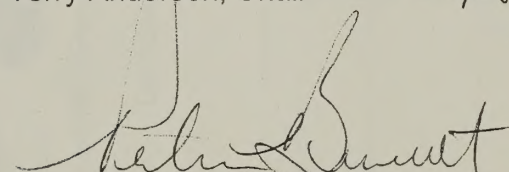
THAT MANAGEMENT BE AUTHORIZED TO FINALIZE AN AGREEMENT WITH ADFLOW NETWORKS TO PROVIDE INTERIOR DISPLAY ADVERTISING SIGNAGE AND SELL ADVERTISING SPACE FOR TWO (2) LOCATIONS WITHIN HAMILTON PLACE AND CONVENTION CENTRE.

2. Wheelchair Locations : Hamilton Place Great Hall

THAT STAFF OBTAIN QUOTES OUTLINING COSTS ASSOCIATED WITH RESTRUCTURING IN ORDER TO PROVIDE ADDITIONAL WHEELCHAIR LOCATIONS IN THE GREAT HALL.

Respectfully submitted,


Terry Anderson, Chair


Patricia Bennett, Secretary

B

MEMO TO: H.E.C.F.I. BOARD OF DIRECTORS

FROM: Gabe Macaluso
Managing Director/CEO:

DATE: 2002 May 27

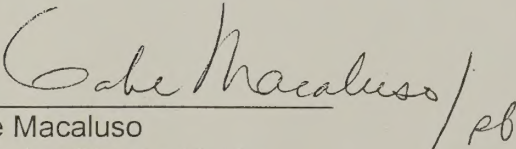
SUBJECT: COMMUNITY DINNER : 3rd Annual HPO Gala
June 15, 2002, Liuna Station

RECOMMENDATION:

THAT THE BOARD OF DIRECTORS PURCHASE TWO TICKETS ON BEHALF OF THE CHAIR AND FIRST VICE-CHAIR TO ATTEND THE 3rd Annual HPO Gala, SATURDAY, JUNE 15, 2002 AT LIUNA STATION AT A COST OF \$300.

BACKGROUND:

- Attendance at the event by the Chair and First Vice-Chair (or their designates) will demonstrate H.E.C.F.I.'s support of this tenant's fund raising event.
- Funds will be provided in the 2002 Operating Budget for this event.


Gabe Macaluso
Managing Director/CEO

Guest List

*Please note if you or any of your guests have any specific dietary requirements.

Title First Name Last Name

1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____

Sponsors:



Stirling Print **all**



Asti's Limousine Service

3rd Annual HPO Gala

Saturday, June 15, 2002

At Liuna Station In Hamilton.

Featuring Jeff Healey &
Jeff's Jazz Wizards with special
guest Nicole Stoffmann.

Enjoy swinging jazz music
of the 20's, 30's and 40's.

The Evening Includes A
Cocktail Reception, Elegant
Dinner & Live Entertainment.

Tickets are \$150 each,
or \$1500 table of ten.

Call 905-526-1677

for information & tickets or E-mail
gillian@hamiltonphilharmonic.org

Bourbon Street Bash

HAMILTON PHILHARMONIC

O R C H E S T R A

3rd Annual HPO Gala

Bourbon Street Bash

**Dress: Party Dress,
Business Formal or Black Tie
(Costume Optional)**

Join the Hamilton Philharmonic Orchestra and your host
Mr. Robert Morrow on a Hot June Night for this Mardi Gras
style swingin' dance party.

5 - 6 pm Cocktail Reception with live Dixie Land brass quintet
Hors d'oeuvres and complimentary cocktails.

6 pm Elegant Dinner

8 pm Swingin' Jazz Party to the music of Jeff Healey
& Jeff's Jazz Wizards with Nicole Stoffmann.

9 pm Balloon Burst for lots of great prizes!

9:30 pm More dancing to Jeff Healey
& Jeff's Jazz Wizards with Nicole Stoffmann.

Menu

California Spring Mix with Cajun French Dressing

Prime Rib of Beef with Cajun-style Gravy, Roasted
Parisienne Potatoes, Asparagus & Baby Carrots

Chocolate Pecan Pie with a scoop of French Vanilla
Ice Cream on the side & a drizzle of Coffee Liqueur
garnished with Strawberry Slices

Coffee & Tea

Compliment Cocktails And Wine With Dinner

Please complete and forward with payment to

The Hamilton Philharmonic Orchestra

105 Main Street East, Suite 1515, Hamilton, Ontario, L8N 1G6

Phone: 905-526-1677 • Fax: 905-526-0616

E-mail: gillian@hamiltonphilharmonic.org

Purchaser Information:

Title _____ First Name _____ Last Name _____

Mailing Address _____

City _____ Province _____ Postal Code _____

Evening Phone _____ Day Phone _____ Other _____

_____ Tickets at \$150 each

_____ Tables at \$1500 each

Total enclosed \$ _____

Method of Payment ☐ Cheque ☐ MC ☐ Visa ☐ Cash (in person only)

Card Number _____ Expiry Date: _____

Name on Card _____

Tax receipt following the event for a significant portion of ticket price.

Early Bird Draw!

Purchase your table before May 22nd, 2002 to qualify for the Early Bird Prize
of Complimentary Limousine Service for 10 to and from the Gala.

Courtesy of Asti's Limousine Service.

Please be sure to complete the Guest List on the next page.

HAMILTON PHILHARMONIC

O R C H E S T R A



FRANKLIN TEMPLETON
INVESTMENTS

Franklin Templeton Investments Corp.

1 Adelaide Street East, 27th Floor
Toronto, Ontario, Canada M5C 3B8
www.franklintempleton.ca

tel 1.800.897.7280
facsimile 416.364.5357

2

11 April, 2002

10 MacNab St. S.
Hamilton, ON
L8P 4Y3

Dear Mr. Macaluso,

As National Events Co-ordinator at Franklin Templeton Investments, I am personally involved in handling 3-4 events throughout Canada a week. 2 weeks ago, we were told we had to put on a last minute event for 100 of our top clients in the Hamilton area. I got in touch with Robert Mendola, one of the banquet sales staff at the Hamilton Entertainment and Convention Centre. From the first moment I called, Mr. Mendola was calm, efficient and quick to return every call and request I made. As the event approached, I bombarded him with last minute requests and detail inquiries. Again, he was always courteous, polite and very enthusiastic. The actual day of the event, I was not myself on site. Because I had another event I had to attend, I must admit I was a bit nervous about how things would run, having never seen the venue for myself. Needless to say, when yesterday afternoon I got a phone call from 2 different sales managers on site who could not say enough wonderful things about the venue and it's staff, I was both relieved and elated. Apparently the staff were wonderful and courteous, the venue itself perfect for the luncheon, and the food delicious. In fact, one client went so far as to say it was the "best Franklin Templeton Event he had ever attended". I cannot give enough praise and thanks to Mr. Mendola and his staff for making my job look easy - I just wanted to make sure it was noted that on behalf of myself and Franklin Templeton Investments that we thank the Hamilton Event and Convention Centre for all their hard work, and look forward to doing business with them again in the near future.

Thank-you again,.

Sincerely,

Kelly Crothers
Events Management Team
Franklin Templeton Investments

cc: Mr. Peter Kopatch, Banquet Manager, Hamilton Event and Convention Facilities

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Friday, May 3, 2002
12:00 Noon
Hamilton Convention Centre
Albion C

MINUTES

PRESENT:

Councillor R. Powers, Chair
Mr. A. Skrypniak, First Vice Chair
Mrs. M. Dow, Second Vice Chair
Councillor C. Collins
Councillor A. Horwath
Mr. R. Baboth
Mr. F. Deys
Mr. S. Monzavi
Ms. B. Shackleton
Mr. P. DeCaria

ALSO PRESENT:

Mr. G. Macaluso
Mr. B. Calder
Mr. R. DiFilippo
Mr. S. Farrauto
Mr. J. Elder
Mr. D. Kelly
Ms. D. Vivian
Mrs. J. Mills

REGRETS:

Mayor R. Wade
Councillor B. Kelly
Mr. T. Anderson
Mr. I. Thompson

1. Opening Remarks

The Chair welcomed everyone and called the meeting to order at 12:15 p.m.

A. Finance & Administration Committee Third Report of 2002

The Finance & Administration Committee Third Report of 2002 from its meeting held April 18, 2002 was received and the following recommendation endorsed:

MOVED by Mr. Monzavi, seconded by Mrs. Dow that

Financing Plan for H.E.C.F.I. Capital Programme 2002 – 2011

THAT A FINANCING PLAN FOR H.E.C.F.I.'S CAPITAL PROGRAMME BE ADOPTED WHICH INCLUDES THE DEVELOPMENT OF A PROVISION FOR CAPITAL REPLACEMENT AND UTILIZING EITHER DEBENTURE FINANCING OR FUNDS FROM THE \$37,000,000. COMPONENT OF THE PERMANENT HAMILTON FUTURE FUND (FROM HAMILTON HYDRO MONIES) TO FINANCE ANY SHORTFALLS IN THE CAPITAL PROGRAMME.

MOTION CARRIED.

2. Correspondence

Correspondence was received from the Geritol Follies respecting the memorial for the late Christine Hamilton.

3. Minutes of Regular Meeting Held March 29, 2002

MOVED by Mr. Skrypniak, seconded by Mr. Baboth that

THE MINUTES OF THE REGULAR MEETING HELD MARCH 29, 2002 BE APPROVED.

MOTION CARRIED.

4. Business Arising from the Minutes

4.1 Report : Construction at Summers Lane Parking : HECFI

Management's April 23rd report outlining the impact upon HECFI of the construction currently being undertaken by the Parking Enforcement and Operations Division was received. It was

MOVED by Mr. Deys, seconded by Mr. Baboth that

MANAGEMENT'S APRIL 23RD REPORT BE RECEIVED.

MOTION CARRIED.

4.2 Report : Provision of Food & Beverage : AGH

Management's April 24th report outlining current food and beverage catering at the AGH was received. It was

MOVED by Mr. Skrypniak, seconded by Mr. DeCaria that

MANAGEMENT'S APRIL 24TH REPORT BE RECEIVED.

MOTION CARRIED.

5. Reports

5.1 Financial Summary for the Year Ended December 31, 2001

MOVED by Mr. Monzavi, seconded by Mrs. Dow that

THE FINANCIAL SUMMARY FOR THE YEAR ENDED DECEMBER 31, 2001 BE RECEIVED.

MOTION CARRIED.

The Manager of Business Services reported that the auditors have completed their review of H.E.C.F.I.'s records and to date there has been no indication of errors or omissions. At year end the municipal contribution was underspent by \$1,994 (formally reported as \$1,993). The favourable results arose primarily from the City of Hamilton removing an OMERS charge of approximately \$126,000, as well as management's spending freeze resulting in lower than budgeted expenditures in the month of December.

5.2 Financial Summary for the Three Month Period Ended March 31, 2002

MOVED by Councillor Collins, seconded by Mr. Baboth that

THE FINANCIAL SUMMARY FOR THE THREE MONTH PERIOD ENDED MARCH 31, 2002 BE RECEIVED.

MOTION CARRIED.

First quarter results reflect an under-expended municipal contribution of \$99,004. The favourable results arose primarily due to successful bookings at Copps Coliseum, particularly Disney on Ice and Ozzy Osbourne.

6. Private and Confidential

MOVED by Mrs. Dow, seconded by Mr. Deys that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 12:20 P.M.

MOTION CARRIED.

MOVED by Ms. Shackleton, seconded by Mr. DeCaria that

THE IN-CAMERA SESSION BE ADJOURNED AT 12:55 P.M.

MOTION CARRIED.

7. New Business

8. Other Business

9. Date of Next Meeting: Thursday, May 30, 2002

10. Adjournment

The meeting adjourned at 12:56 p.m.

TAKEN AS READ AND APPROVED.

Councillor R. Powers, Chair

Patricia Bennett, Secretary



Hamilton
Entertainment
and Convention
Facilities Inc.

101 York Boulevard
Hamilton, Ontario
L8R 3L4
Tel. (905) 546-4024
Fax. (905) 527-6856

Financial Summary
For The Four Month Period Ended April 30, 2002

Actual Results For The Period Ended April 30, 2001		(1) Budget	(2) Actual	(3) Favourable (Unfavourable) Budget Variance
\$3,228,972	Revenue	\$3,268,557	\$3,709,869	\$ 441,312
<u>3,718,810</u>	Expenses	<u>3,591,452</u>	<u>4,027,118</u>	<u>(435,666)</u>
	Excess of Expenses			
<u>\$ 489,838</u>	Over Revenue From Operations	<u>\$ 322,895</u>	<u>\$ 317,249</u>	<u>\$5,646</u>

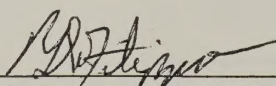
Comments:

HECFI's municipal contribution was under-expended by \$5,646 (see row 3, column 3 above) for the four month period ended April 30, 2002. This represents a \$93,358 decrease to the under-expended municipal contribution for the month of April.

The unfavourable results for the month of April arose primarily due to higher than budgeted expenditures, primarily in the areas of advertising & promotions, maintenance and supplies.

The favourable results for the four month period are due to higher than anticipated revenues being attained as a result of high activity levels at all three facilities.

Please note that it is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.


Mr. Rick DiFilippo, CA
Director of Business Services

22 May 2002

HAMILTON
CONVENTION
CENTRE

Copps
Coliseum

HAMILTON
PLACE
THEATRE

**THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CONSOLIDATED STATEMENT OF REVENUE AND EXPENSES**

	Annual 2002 Budget	Budgeted Operating Results For The Four Month Period Ended April 2002	Actual Operating Results For The Four Month Period Ended April 2002	Favourable/ (Unfavourable) Budget Variance Amount	%	Actual Operating Results For The Four Month Period Ended April 2001
	(1)	(2)	(3)	(4)	(5)	(6)
REVENUE						
RENTAL, LICENCE FEES AND SHOW REVENUE	\$1,427,870	\$734,290	765,990	\$31,700	4.3%	\$528,350
OTHER RENTALS	437,950	\$170,977	157,848	(13,129)	-7.7%	177,667
FOOD, BEVERAGE AND CONCESSIONS	3,009,730	\$1,018,378	1,170,730	152,352	15.0%	1,093,728
RECOVERIES	2,348,660	\$1,027,483	1,270,098	242,615	23.6%	1,175,546
BOX OFFICE	444,350	\$209,020	256,681	47,661	22.8%	187,453
OTHER	332,370	\$108,410	88,522	(19,888)	-18.3%	66,228
TOTAL REVENUE	\$8,000,930	\$3,268,557	3,709,869	\$441,312 *	13.5%	\$3,228,972
EXPENSES BY DEPARTMENT / SECTION						
OPERATIONS-ADMINISTRATION	\$294,600	95,172.00	99,671	(\$4,499)	-4.7%	\$90,472
FOOD AND BEVERAGE	2,481,670	767,159.00	890,210	(123,051)	-16.0%	824,359
EVENTS DELIVERY	2,162,360	841,892.00	1,161,941	(320,049)	-38.0%	1,033,420
BUILDING OPERATIONS	2,164,840	779,137.00	790,356	(11,219)	-1.4%	773,283
MARKETING AND PROMOTION	1,503,370	579,363.00	578,079	1,284	0.2%	589,048
ADMINISTRATION-CEO/BOARD	556,800	183,059.00	166,716	16,343	8.9%	155,160
PROFESSIONAL FEES	30,000	6,668.00		6,668	100.0%	2,397
BUSINESS SERVICES	433,240	138,424.00	135,658	2,766	2.0%	129,207
BOX OFFICE	329,930	135,316.00	139,225	(3,909)	-2.9%	121,464
INSURANCE	94,630	65,262.00	65,262	0	0.0%	0
TOTAL EXPENSES	\$10,051,440	\$3,591,452	4,027,118	(\$435,666)	-12.1%	\$3,718,810
EXCESS OF EXPENSE OVER REVENUE FROM OPERATIONS	\$2,050,510	\$322,895	317,249	\$5,646	1.7%	\$489,838
CONTRIBUTION FROM THE CITY	\$2,050,510	\$322,895	322,895	\$0	0.0%	\$401,792
UNDER (OVER) EXPENDED MUNICIPAL CONTRIBUTION	\$0	\$0	5,646	\$5,646	0.0%	(\$88,046)

NOTE: It is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.

*For an analysis of the Budget Variance for revenues, see the attached schedule.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
ANALYSIS OF THE BUDGET VARIANCE FOR REVENUES
FOR THE FOUR MONTH PERIOD ENDED APRIL 30, 2002

Favourable/
(Unfavourable)
Budget Variance
Amount

REVENUES NOT CLOSELY ASSOCIATED WITH EXPENSES:

RENTAL, LICENCE FEES AND SHOW REVENUE	\$31,700
OTHER RENTALS	(13,129)
SODEXHO COMMISSIONS	13,289
TICKETMASTER COMMISSIONS AND NET CREDIT CARD REVENUE	45,698
OTHER	(19,888)
	<u>\$57,670</u>

REVENUES CLOSELY ASSOCIATED WITH EXPENSES:

FOOD AND BEVERAGE (LESS SODEXHO COMMISSIONS)	\$139,063
RECOVERIES	242,615
BOX OFFICE (LESS TICKETMASTER COMMISSIONS AND NET CREDIT CARD REVENUE)	1,963
	<u>\$383,641</u>
	<u>\$441,312</u>

TOTAL

**STATUS REPORT ON HECFI REVENUE
FOR THE FOUR MONTH PERIOD ENDED APRIL 30, 2002**

	Hamilton Convention Centre		Hamilton Place		Copp's Coliseum		Corporate *		TOTAL HECFI	
	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date
2002 Actual	391,507	1,102,204	229,256	628,171	410,006	1,722,813	29,063	256,681	1,059,832	3,709,869
2002 Budget	373,524	1,031,644	176,955	535,037	357,479	1,492,189	32,457	209,688	940,415	3,268,558
Favorable/ (Unfavorable) Variance	17,983	70,560	52,301	93,134	52,528	230,624	(3,394)	46,993	119,417	441,312

COMPARISON TO PRIOR YEAR'S ACTUALS

	Hamilton Convention Centre		Hamilton Place		Copp's Coliseum		Corporate *		TOTAL HECFI	
	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date
2002 Actual	391,507	1,102,204	229,256	628,171	410,006	1,722,813	29,063	256,681	1,059,832	3,709,869
2001 Actual	350,311	1,039,563	144,938	587,476	294,739	1,412,933	58,716	189,000	848,704	3,228,972
Favorable/ (Unfavorable) Variance	41,196	62,641	84,318	40,695	115,267	309,880	(29,653)	67,681	211,128	480,897

* Corporate revenue includes revenue common to two or all three facilities, such as interest revenue, gift certificates, box office revenue, etc.

** The monthly and year to date revenue budgets represent targets established by the Marketing and Sales Department.

RECEIVED
JAN 10 1964
U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.

CAY ON HBL V89

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2002

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

**Thursday, June 27, 2002
12:00 Noon
(Lunch Served at 11:30 a.m.)
Hamilton Place
Meeting Room #1**

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

ACTION ITEMS

- | | | |
|----|---|--------------|
| A. | Operations Committee Fourth Report of 2002 | Attachment A |
| B. | Finance & Administration Fourth Report of 2002 | Attachment B |
| C. | Community Dinner : Canadian Football Hall of Fame
Saturday, September 14, 2002 : HCC | Attachment C |

INFORMATION ITEMS

- | | | |
|-----|---|--|
| 2. | Correspondence | Attachment 2 |
| 3. | Minutes of Regular Meeting Held May 30, 2002 | Attachment 3 |
| | 3.1 Errors or Omissions | |
| | 3.2 Motion for Approval | |
| 4. | Business Arising from the Minutes | |
| 5. | Reports | |
| | 5.1 Financial Summary for the Four Month Period Ended
May 31, 2002 | Attachment 5.1 |
| 6. | Private and Confidential | |
| 7. | New Business | |
| | 7.1 IAAM 77 th Annual Conference & Trade Show | Verbal |
| 8. | Other Business | |
| 9. | Date of Next Meeting: | Thursday, July 25, 2002 or
at the call of the Chair |
| 10. | Adjournment | |

OUTSTANDING BUSINESS

- | | |
|-------|--|
| (i) | Colliers Operational & Strategic Reviews of HECFI : CEO's Participation in City Review |
| (ii) | City Manager to Attend Future Board Meeting |
| (iii) | Report : City Chargebacks |
-

OPERATIONS COMMITTEE FOURTH REPORT OF 2002

The Operations Committee presents its **FOURTH** Report of 2002 from its meeting held June 20, 2002 and respectfully requests approval of the following recommendations:

1. HCC : Renovations to Third Floor Ceilings in Common Corridors and Webster Room

THAT THE SPECIFICATIONS REQUIRED TO TENDER THE FOLLOWING PROJECTS BE DEVELOPED AND THE SUBSEQUENT RENOVATIONS BE UNDERTAKEN IN ACCORDANCE WITH THE APPROVED CAPITAL BUDGET PROGRAM FOR THE CONVENTION CENTRE:

- (i) MODIFICATION OF THE EXISTING "LEAF LITE" CEILING SYSTEM IN THE COMMON CORRIDOR AREAS ON THE THIRD FLOOR; and
- (ii) INSTALLATION OF A NEW CEILING AND GENERAL LIGHTING SYSTEM IN THE WEBSTER ROOMS A, B AND C.

2. HP : Additional Barrier Free Seating Locations

THAT THE CONSTRUCTION OF ADDITIONAL BARRIER FREE SEATING IN HAMILTON PLACE BE UNDERTAKEN IN 2002 IN THE EVENT THAT FUNDS BECOME AVAILABLE; and

THAT THIS PROJECT BE INCLUDED IN THE 2003 CAPITAL BUDGET IN THE EVENT THAT IT CANNOT BE COMPLETED DURING 2002.

3. Provision of Ticketing Services

STAFF COMMENCE NEGOTIATIONS WITH TICKETMASTER CANADA LTD. FOR THE PROVISION OF TICKETING SERVICES AT THE H.E.C.F.I. FACILITIES FOR A FIVE (5) YEAR TERM BEGINNING 2002 JULY 1.

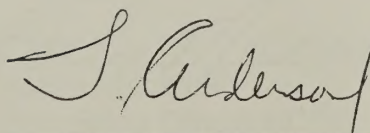
4. Parking Meters at H.E.C.F.I. Facilities

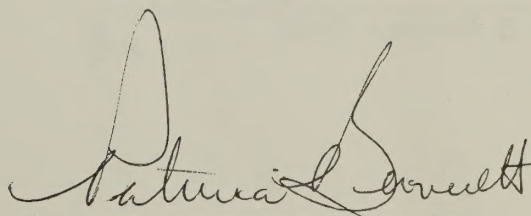
H.E.C.F.I. EXPRESS ITS OBJECTIONS REGARDING THE CREATION OF PARKING AT THE ENTRANCE TO HAMILTON PLACE AND IN THE LAY-BY ON THE NORTH SIDE OF MAIN STREET AND SUMMERS LANE; and

THAT THE PROPOSAL BY THE CITY PARKING ENFORCEMENT AND OPERATIONS DIVISION TO INSTALL ELEVEN PARKING METERS ON SUMMERS LANE ADJACENT TO THE CONVENTION CENTRE BE APPROVED ON A SIX MONTH TRIAL BASIS; and

THAT THE PARKING METERS AT COPPS COLISEUM BE CONVERTED FROM ONE/HALF HOUR TO FIFTEEN MINUTE METERS.

Respectfully submitted,


Terry Anderson, Chair *af*


Patricia Bennett, Secretary

B

FINANCE & ADMINISTRATION COMMITTEE FOURTH REPORT OF 2002

The Finance and Administration Committee presents its **FOURTH** Report of 2002 from its meeting held June 20, 2002 and respectfully requests approval of the following recommendations:

1. Modification to Capital Improvement Surcharges

THAT THE CURRENT \$0.50 PER TICKET CAPITAL IMPROVEMENT SURCHARGE AMOUNT AT COPPS COLISEUM FOR THOSE TICKETS PRICED BETWEEN \$15.01 AND \$20.00 BE INCREASED TO \$1.00 IN 2002 FOR NEW EVENTS NOT YET CONTRACTED AND TO \$1.50 IN 2003.

H.E.C.F.I. Non-Union Job Evaluation Appeals

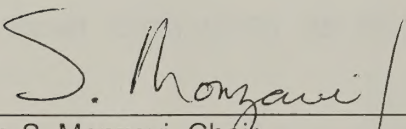
THAT THE THREE SUCCESSFUL APPEALS OUT OF THE SIX SUBMITTED, BE IMPLEMENTED; and

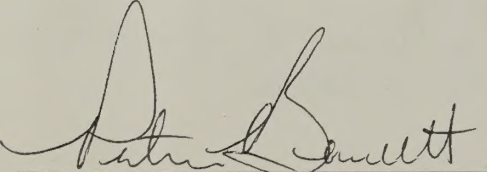
THAT AS A RESULT OF THE TWO APPEALS RECEIVED FROM THE SECRETARIAL SUBMISSIONS, A NEW SALARY GRADE BE CREATED WHICH COLLAPSES GRADE LEVELS 1 AND 2 INTO A SINGLE LEVEL CALLED 1-2 WHICH RANGE IS MID-WAY BETWEEN GRADE 1 AND 2, OR \$33,915 TO \$39,000 AND THAT ALL ADMINISTRATIVE/PROGRAM ASSISTANTS BE PLACED IN THE NEW 1-2 GRADE; and

THAT THE RE-POSITIONING STRATEGY BE APPROVED, IN PRINCIPLE, AND IMPLEMENTED BY SETTING ASIDE MONIES IN ANNUAL OPERATING BUDGETS COMMENCING IN 2003; and

THAT STAFF PROVIDE THE FINANCE & ADMINISTRATION COMMITTEE WITH STATISTICAL DATA RESPECTING MERIT AS WELL AS RE-POSITIONING INCREASES BY JANUARY 31ST FOLLOWING EACH YEAR-END.

Respectfully submitted,


Mr. S. Monzavi, Chair *sb*


Patricia Bennett, Secretary

C

MEMO TO: H.E.C.F.I. BOARD OF DIRECTORS

FROM: Gabe Macaluso
Managing Director/CEO:

DATE: 2002 June 24

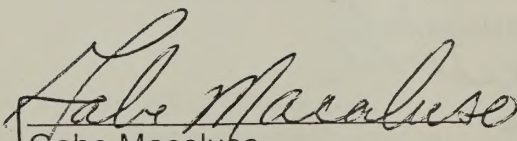
SUBJECT: **COMMUNITY DINNER :**
Canadian Football Hall of Fame
30th Annual Induction Dinner
Saturday, September 24, 2002 – HCC

RECOMMENDATION:

THAT THE BOARD OF DIRECTORS PURCHASE A TABLE OF TEN ON BEHALF OF H.E.C.F.I. AT A COST NOT TO EXCEED \$950. TO THE 30TH ANNUAL INDUCTION DINNER OF THE CANADIAN FOOTBALL HALL OF FAME TO BE HELD SEPTEMBER 24, 2002 AT THE HAMILTON CONVENTION CENTRE.

BACKGROUND:

- The Football Hall of Fame traditionally presents its annual Induction Dinner at the Hamilton Convention Centre.
- The function is a prestigious community event and one that HECFI has supported in the past.
- Funds are available in the Board's allocation for meetings and receptions.


Gabe Macaluso
Managing Director/CEO

CANADIAN FOOTBALL HALL OF FAME & MUSEUM

58 JACKSON STREET WEST, HAMILTON
email: fhfchin@interlynx.net

ONTARIO L8P 1L4 PHONE (905) 528-7566
FAX (905) 528-9781



May 28th, 2002

Mr. Gabe Macaluso
H.E.C.F.I.
101 York Boulevard
Hamilton, Ontario
L8R 3K1

Mr. Macaluso:

Let the 30th Annual Induction Weekend celebrations begin. The Canadian Football Hall of Fame and Museum is pleased to announce the five names of our year 2002 inductees to be honoured in Hamilton as part of our 30th Annual Induction Weekend. The weekend will be held from September 13th - September 15th, 2002. These inductees, listed below, will be added to an already distinguished list of players and builders to make a slate of 204 honoured members.

Bob Ackles (Builder)
Roger Aldag (Player) - Saskatchewan Roughriders
Paul Bennett (Player) - Toronto Argonauts, Winnipeg Blue Bombers, Hamilton Tiger-Cats
Less Browne (Player) - Hamilton Tiger-Cats, Winnipeg Blue Bombers, Ottawa Rough Riders, B.C. Lions
Ray Elgaard (Player) - Saskatchewan Roughriders

We need your support to make this the most exciting weekend in Hall of Fame history. A schedule of events and the registration information for the "30th Annual Induction Dinner" and the "7th Annual Celebrity Golf Tournament" are enclosed for your information.

By supporting the Canadian Football Hall of Fame and Museum, your contribution will be tax receipted as outlined in the registration package. Proceeds from the 30th Annual Induction Weekend celebrations will be directed this year to the Canadian Football Hall of Fame and Museum public programs, including the education programs offered to school children, and to the Juvenile Diabetes Research Foundation.

Please come and support **Induction Weekend 2002**, and help us recognize the achievements of some of Canada's finest football heroes. If you have any questions pertaining to the inductees or the scheduled events, please contact Janice Smith, Managing Director, at (905) 528-7566.

Our host hotel for the weekend is the Sheraton Hamilton hotel. Reservations can be made by calling 1-800-514-7101. Tell them you are with the Canadian Football Hall of Fame and Museum Induction Weekend to ensure the special rate of \$89.00/night plus applicable taxes. The deadline for hotel reservations is **August 13th, 2002**.

See you in September.

Sincerely,

Reg Wheeler
Chairman, Induction Committee

Sincerely,

Carla Blake
Hamilton/Burlington Chapter
Juvenile Diabetes Research Foundation





CELEBRATING OUR 30TH INDUCTION WEEKEND

SCHEDULE OF EVENTS

September 13th - 15th, 2002



HONOURING

BOB ACKLES, ROGER ALDAG, PAUL BENNETT, LESS BROWNE, RAY ELGAARD

Friday, September 13th, 2002

7th Annual Legends on the Links Celebrity Golf Tournament

8:30 a.m. Registration - Willow Valley Golf Course Highway 6 South (Upper James), Mount Hope

Dinner to follow at Michelangelo Banquet Centre - 1555 Upper Ottawa Street

\$175.00/golfer (\$75.00 tax receipt/golfer)

Saturday, September 14th, 2002

Inductee Bust Unveiling

Canadian Football Hall of Fame and Museum 58 Jackson Street West

12:30 p.m. - Inductee Bust Unveiling

1:15 - 2:15 p.m. - Autograph session with inductees

Admission by donation

Induction Dinner

Hamilton Convention Centre

6:00 p.m. - midnight

Price: \$100.00/ticket (\$50.00 tax receipt)

\$950.00/table (\$450.00 tax receipt)

Sunday, September 15th, 2002

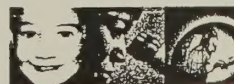
Hall of Fame Game

1:00 p.m. - Hamilton Tiger-Cats vs. Montreal Alouettes - Ivor Wynne Stadium

The 2002 Inductees and "Where Are They Now" guests will be introduced at halftime

Tickets available by calling (905) 547-CATS

The Canadian Football Hall of Fame is proud to support the Juvenile Diabetes Research Foundation and its mission to find a cure for diabetes and its complications through support of research.



Juvenile
Diabetes
Research
Foundation

dedicated to finding a cure



CANADIAN FOOTBALL HALL OF FAME
30TH ANNUAL INDUCTION DINNER REGISTRATION FORM

Saturday, September 14th, 2002

Honouring the year 2002 inductees: Bob Ackles, Roger Aldag, Paul Bennett, Less Browne & Ray Elgaard

I would like to reserve _____ tickets to the year 2002 Induction Dinner
\$100.00/ticket (\$50.00 tax receipt) or \$950.00/table of ten (\$450.00 tax receipt)

Total Amount Enclosed: _____

Income Tax Receipt Required: ☐ Yes ☐ No

Name: _____

Address: _____

Phone: _____



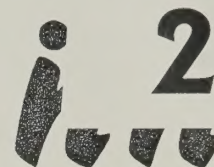
Juvenile
Diabetes
Research
Foundation

PLEASE COMPLETE AND RETURN REGISTRATION FORM WITH PAYMENT BY AUGUST 13th, 2002.

PLEASE MAKE CHEQUES PAYABLE TO THE CANADIAN FOOTBALL HALL OF FAME

SEND FORM TO: CANADIAN FOOTBALL HALL OF FAME
58 JACKSON STREET WEST HAMILTON, ONTARIO L8P 1L4

May 27, 2002



CENTRE

28 Athens Street
Hamilton, ON L9C 3K9

Tel: (905) 574-1334

Fax: (905) 574-1688

E-Mail: admin@neighbourtoneighbourcentre.com

Website: www.n2ncentre.com

Gabe Macaluso
Marketing & Public Relations Manager
Hamilton Entertainment & Convention Facilities Inc
10 MacNab St. S.
Hamilton, Ontario
L8P 4Y3

Dear Gabe:

On behalf of everyone at the Neighbour to Neighbour Centre, I would like to thank you for providing our Centre with the opportunity to be involved in the Harlem Globetrotter Event.

This year the Centre is responsible for raising 72 % of its \$590,000.00 budget. The dollars raised from this event will certainly assist greatly in the delivery of our services.

Participating in this event was quite an eye opener for us. There are so many variables involved in organizing something of this nature. We take our hats off to you and your staff.

Again many, many thanks for this golden opportunity. Please keep us in mind if something else comes around.

Regards,

NEIGHBOUR TO NEIGHBOUR CENTRE (HAMILTON)

Denise Arkell
Executive Director

ABOUT Town

Event & Meeting
Planners

MAY 7 2002

494 Mary Street, Hamilton, ON L8L 4X4

P. 905•529•6956 F. 905•529•11•08

E-mail • atemp@icom.ca

May 16, 2002

Mr. Gabe Macaluso, HECFI
10 MacNab Street South
Hamilton, ON, L8P 4Y3

Dear Gabe:

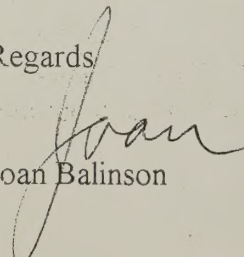
This week I co-ordinated the second Wired Summit @ Hamilton and I am pleased to say that I am this time writing you a "way to go" letter. We used Chedoke AB and the Albion Rooms.

All the internet connections were wireless. The service was sponsored and with the exception of one exhibitor who did not have the correct equipment, the connections were successful. We met with Jerry in March and were able to work with Fibrewired to provide the service. This is a happy conclusion to my letter dated 2001 when I was encouraging you to have the whole building wired. I am so pleased to know we are up to date.

Also, Robert Mendola was our service representative for this meeting. This is the second time I have worked with Robert this year. His knowledge has grown tremendously and he was on top of every detail for me. It was a pleasure to be his client. Please pass on my appreciation.

As usual, the front line people, Peter, Sam, Jack, Delores and all the others were top notch "customer service friendly". When Tourism Hamilton holds the awards dinner, I plan to nominate them. I do hope you and Sal will let their names stand. Although, you may say they are just doing their job, I know better. As an independent planner, I work in many venues and I see the difference. Congratulations on keeping this great staff.

Regards


Joan Balinson

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday, May 30, 2002
12:00 Noon
Hamilton Convention Centre
Room 314

MINUTES

PRESENT:

Councillor R. Powers, Chair
Mr. A. Skrypniak, First Vice Chair
Mrs. M. Dow, Second Vice Chair
Councillor C. Collins
Councillor A. Horwath
Mr. R. Baboth
Mr. F. Deys
Mr. P. DeCaria
Mr. I. Thompson

ALSO PRESENT:

Mr. G. Macaluso
Mr. B. Calder
Mr. R. DiFilippo
Mr. S. Farrauto
Mr. J. Elder
Ms. D. Vivian
Mrs. J. Mills

GUEST:

Mr. D. Logan, Legal Department, City of Hamilton

REGRETS:

Mayor R. Wade
Councillor B. Kelly
Mr. T. Anderson
Mr. S. Monzavi
Ms. B. Shackleton

1. Opening Remarks

The Chair called the meeting to order at 12:15 p.m. noting a lack of quorum but advising that informational items would be received until such time as a quorum was present. The Directors in attendance agreed to convene an In-Camera Session at 12:20 p.m. The In-Camera Session concluded at 12:40 p.m.

A. Operation Committee Third Report of 2002

The Operations Committee Third Report of 2002 was received. It was

HCC/HP : Interior Display Advertising Signage Locations

MOVED by Councillor Collins, seconded by Mrs. Dow that

MANAGEMENT BE AUTHORIZED TO FINALIZE AN AGREEMENT WITH ADFLOW NETWORKS TO PROVIDE INTERIOR DISPLAY ADVERTISING SIGNAGE AND SELL ADVERTISING SPACE FOR TWO (2) LOCATIONS WITHIN HAMILTON PLACE AND CONVENTION CENTRE.

MOTION CARRIED.

Wheelchair Locations : Hamilton Place Great Hall

MOVED by Councillor Collins, seconded by Mr. Baboth that

STAFF OBTAIN QUOTES OUTLINING COSTS ASSOCIATED WITH RESTRUCTURING IN ORDER TO PROVIDE ADDITIONAL WHEELCHAIR LOCATIONS IN THE GREAT HALL.

MOTION CARRIED.

B. Community Dinner : 3rd Annual HPO Gala June 15, 2002

MOVED by Mr. Deys, seconded by Mr. Skrypniak that

THE BOARD OF DIRECTORS PURCHASE TWO (2) TICKETS ON BEHALF OF THE CHAIR AND FIRST VICE-CHAIR TO ATTEND THE 3RD ANNUAL HPO GALA, SATURDAY, JUNE 15, 2002 AT LIUNA STATION AT A COST OF \$300.

MOTION CARRIED.

2. Correspondence

Correspondence commending the Convention Centre and its staff was received from Kelly Crothers, Events Management team of Franklin Templeton Investments.

3. Minutes of Regular Meeting Held May 3, 2002

MOVED by Mr. Skrypniak, seconded by Councillor Horwath that

THE MINUTES OF THE REGULAR MEETING HELD MAY 3, 2002 BE APPROVED.

MOTION CARRIED.

Minutes of Special Meeting Held May 21, 2002

MOVED by Mr. Baboth, seconded by Mrs. Dow that

THE MINUTES OF THE SPECIAL MEETING HELD MAY 21, 2002 BE APPROVED.

MOTION CARRIED.

4. Business Arising from the Minutes

5. Reports

5.1 Financial Summary for the Four Month Period Ended April 30, 2002

Mr. DiFilippo presented the Financial Summary for the four Month Period Ended April 30, 2002, noting the \$5,646 under-expended municipal contribution. This represents a \$93,358 decrease to the under-expended municipal contribution for the month of April due primarily to higher than budgeted expenditures, mainly in the areas of advertising, promotions, maintenance and supplies.

6. Private and Confidential

Refer to item #1 above.

7. New Business

Nil

8. Other Business

8.1 Bulldogs : City of Hamilton

The CEO commended Rick DiFilippo for his "work around the clock" during the negotiations with prospective owners of an AHL franchise. Councillor Powers outlined the basic terms accepted by City Council which include:

- A five year agreement with two, three year options;
- Rent at \$500 per game;
- Office rent reduced by 50%;
- A \$.50 fee on tickets for the 2002/03 season to be paid to HECFI – increased to \$1.00 for the 2003/04 season;

- Team to retain all revenues from signage. HECFI to receive a 30% commission if it obtains any signage clients for the Team. HECFI to receive 25% of revenue from corporate sales in excess of \$1,000,000;
- Team to have full access to all but one private box with no fee payable to HECFI;
- HECFI to receive the first \$50,000 in Sodexo commissions only. Team to retain remainder of commissions relating to its hockey games;
- All radio and TV broadcasting rights (excluding pay-per-view) for the Team's hockey games belong to the Team. Pay-per-view rights to be negotiated separately;
- CIF payment to HECFI to be eliminated;
- HECFI's complimentary tickets limited to the capacity of its private box only but may request additional complimentary tickets up to a maximum of 50 per game;
- HECFI's \$10,000 per game penalty to reschedule removed;
- Team will attempt to schedule various pre-season games at Copps Coliseum.

Councillor Powers confirmed that there are ten shareholders in total with one vote each. Each shareholder may, in turn, divide the share. A decision from the AHL is expected the first week in June, or in the case of a delay, following their next Board Meeting July 8th.

Board Members expressed their appreciation to Councillor Powers for his efforts in bringing negotiations with the prospective ownership group to a successful closure.

8.2 HECFI Activity : Week of May 27th Through Saturday, June 1st

The CEO pointed out that this weekend will be one filled with activity. Twelve hundred FCM delegates will be attending conference sessions at the Convention Centre; Andre Phillip Gagnon will appear at Hamilton Place Thursday, May 30th; Brooks & Dunn at Copps Coliseum May 31st and Incubus June 1st.

9. Date of Next Meeting

Thursday, June 27, 2002. Chair Powers advised that as a result of recent quorum issues, he will be forwarding a letter to Board Members asking for input regarding possible schedule changes that will accommodate more effectively the needs of Board Members.

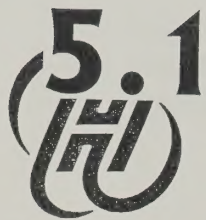
10. Adjournment

The meeting adjourned at 1:15 p.m.

TAKEN AS READ AND APPROVED

Councillor R. Powers, Chair

Patricia Bennett, Secretary



Hamilton
Entertainment
and Convention
Facilities Inc.

Financial Summary For The Five Month Period Ended May 31, 2002

Actual Results For The Five Month Period Ended May 31, 2001		(1) Budget	(2) Actual	(3) Favourable (Unfavourable) Budget Variance
\$3,811,381	Revenue	\$3,958,284	\$4,588,722	\$ 630,438
<u>4,521,821</u>	Expenses	<u>4,432,585</u>	<u>4,988,279</u>	<u>(555,694)</u>
	Excess of Expenses			
<u>\$ 710,440</u>	Over Revenue From Operations	<u>\$ 474,301</u>	<u>\$ 399,557</u>	<u>\$74,744</u>

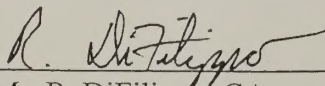
Comments:

HECFI's municipal contribution was under-expended by \$74,744 (see row 3, column 3 above) for the five month period ended May 31, 2002. This represents an increase of \$69,098 in the under-expended amount that was reported to you last month for the four month period ended April 30, 2002.

The favourable results for the month arose mainly as a result of attaining higher than anticipated revenues at the Hamilton Convention Centre and at the Ronald V. Joyce Centre for the Performing Arts at Hamilton Place.

The favourable results for the five months arose primarily due to higher than anticipated revenues being generated at all three facilities.

Please note that it is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.


Mr. R. DiFilippo, CA
Director of Business Services

19 June 2002

HAMILTON
CONVENTION
CENTRE

Copps
Coliseum

HAMILTON
PLACE
THEATRE

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CONSOLIDATED STATEMENT OF REVENUE AND EXPENSES

	Budgeted Operating Results For The Five Month Period Ended May 2002	Actual Operating Results For The Five Month Period Ended May 2001			
	(1)	(2)	(3)	(4)	(5)
REVENUE					(6)
RENTAL, LICENCE FEES AND SHOW REVENUE	\$1,427,870	\$861,320	882,064	\$20,744	\$615,456
OTHER RENTALS	437,950	\$199,286	188,191	(11,095)	208,227
FOOD, BEVERAGE AND CONCESSIONS	3,009,730	\$1,324,959	1,567,905	242,946	1,323,165
RECOVERIES	2,348,660	\$1,191,278	1,515,237	323,959	1,355,674
BOX OFFICE	444,350	\$248,520	307,182	58,662	212,108
OTHER	332,370	\$132,921	128,143	(4,778)	96,751
TOTAL REVENUE	\$8,000,930	\$3,958,284	4,588,722	\$630,438 *	\$3,811,381
EXPENSES BY DEPARTMENT / SECTION					
OPERATIONS-ADMINISTRATION	\$294,600	118,732	125,244	(\$6,512)	\$112,685
FOOD AND BEVERAGE	2,481,670	1,029,938	1,165,179	(135,241)	1,037,803
EVENTS DELIVERY	2,162,360	1,002,557	1,389,117	(386,560)	1,193,380
BUILDING OPERATIONS	2,164,840	951,036	980,297	(29,261)	913,530
MARKETING AND PROMOTION	1,503,370	687,345	704,854	(17,509)	760,310
ADMINISTRATION-CEO/BOARD	556,800	226,878	210,421	16,457	196,389
PROFESSIONAL FEES	30,000	8,335	4,200	4,135	2,397
BUSINESS SERVICES	433,240	171,886	171,108	778	161,452
BOX OFFICE	329,930	162,730	164,711	(1,981)	143,875
INSURANCE	94,630	73,148	73,148	0	0
TOTAL EXPENSES	\$10,051,440	4,432,585	4,988,279	(\$555,694)	\$4,521,821
EXCESS OF EXPENSE OVER REVENUE FROM OPERATIONS	\$2,050,510	\$474,301	399,557	\$74,744	\$710,440
CONTRIBUTION FROM THE CITY	\$2,050,510	\$474,301	474,301	\$0	\$663,960
UNDER (OVER) EXPENDED					
MUNICIPAL CONTRIBUTION	\$0	\$0	74,744	\$74,744	(\$46,480)

NOTE: It is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.
 *For an analysis of the Budget Variance for revenues, see the attached schedule.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
 ANALYSIS OF THE BUDGET VARIANCE FOR REVENUES
 FOR THE FIVE MONTH PERIOD ENDED MAY 31, 2002

	Favourable/ (Unfavourable) Budget Variance Amount
REVENUES NOT CLOSELY ASSOCIATED WITH EXPENSES:	
RENTAL, LICENCE FEES AND SHOW REVENUE	\$20,744
OTHER RENTALS	(11,095)
SODEXHO COMMISSIONS	34,496
TICKETMASTER COMMISSIONS AND NET CREDIT CARD REVENUE	52,623
OTHER	(4,778)
	<u>\$91,990</u>
REVENUES CLOSELY ASSOCIATED WITH EXPENSES:	
FOOD AND BEVERAGE (LESS SODEXHO COMMISSIONS)	\$208,450
RECOVERIES	323,959
BOX OFFICE (LESS TICKETMASTER COMMISSIONS AND NET CREDIT CARD REVENUE)	6,039
	<u>\$538,448</u>
TOTAL	<u><u>\$630,438</u></u>

STATUS REPORT ON HECFI REVENUE FOR THE FIVE MONTH PERIOD ENDED MAY 31, 2002

	Hamilton Convention Centre		Hamilton Place		Copp's Coliseum		Corporate *		TOTAL HECFI	
	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date
2002 Actual	490,907	1,593,111	132,303	760,474	203,642	1,926,455	52,001	308,682	878,853	4,588,722
2002 Budget	373,033	1,404,677	83,245	618,282	192,282	1,684,471	41,167	250,855	689,727	3,958,284
Favorable/ (Unfavorable) Variance	117,874	188,434	49,058	142,192	11,360	241,984	10,834	57,827	189,126	630,438

COMPARISON TO PRIOR YEAR'S ACTUALS

	Hamilton Convention Centre		Hamilton Place		Copp's Coliseum		Corporate *		TOTAL HECFI	
	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date
2002 Actual	490,907	1,593,111	132,303	760,474	203,642	1,926,455	52,001	308,682	878,853	4,588,722
2001 Actual	298,770	1,338,333	150,041	737,517	108,943	1,521,876	24,655	213,655	582,409	3,811,381
Favorable/ (Unfavorable) Variance	192,137	254,778	(17,738)	22,957	94,699	404,579	27,346	95,027	296,444	777,341

* Corporate revenue includes revenue common to two or all three facilities, such as interest revenue, gift certificates, box office revenue, etc.

** The monthly and year to date revenue budgets represent targets established by the Marketing and Sales Department.

Prepared by the Business Services Department

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URBAN
MUNICIPAL

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

URBAN MUNICIPAL

Thursday, August 29, 2002
12:00 Noon
(Lunch Served at 11:30 a.m.)
Hamilton Convention Centre
Room 314

SEP 30 2002

GOVERNMENT DOCUMENTS

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

ACTION ITEMS

- | | | |
|----|---|--------------|
| A. | Audit Committee First Report of 2002 | Attachment A |
| B. | Operations Committee Fifth Report of 2002 | Attachment B |
| C. | Finance & Administration Fifth Report of 2002 | Attachment C |

INFORMATION ITEMS

- | | | |
|-----|---|------------------------------|
| 2. | Correspondence | Attachment 2 |
| 3. | Minutes of Regular Meeting Held June 27, 2002 | Attachment 3 |
| | 3.1 Errors or Omissions | |
| | 3.2 Motion for Approval | |
| 4. | Business Arising from the Minutes | |
| 5. | Reports | |
| | 5.1 Financial Summary for the Four Month Period Ended July 31, 2002 | Attachment 5.1 |
| 6. | Private and Confidential | |
| 7. | New Business | |
| 8. | Other Business | |
| 9. | Date of Next Meeting: | Thursday, September 26, 2002 |
| 10. | Adjournment | |

OUTSTANDING BUSINESS

- | | |
|-------|--|
| (i) | Colliers Operational & Strategic Reviews of HECFI : CEO's Participation in City Review |
| (ii) | City Manager to Attend Future Board Meeting |
| (iii) | Police Chief or Designate to Present Policy on Motorcycle Colors |
| (iv) | Report : City Chargebacks |
-

2002 August 26
Patricia Bennett
Legislative Assistant

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GOVERNMENT OF CANADA

AUDIT COMMITTEE FIRST REPORT OF 2002

The Audit Committee presents its **FIRST** Report of 2002 from its meeting held August 22, 2002 and respectfully requests approval of the following recommendations:

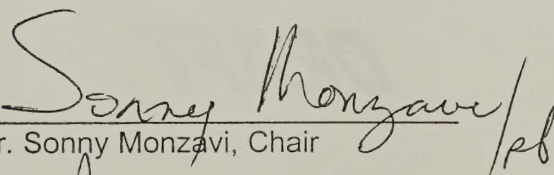
1. Draft 2001 Audited Financial Statements for the Hamilton Entertainment and Convention Facilities Inc.

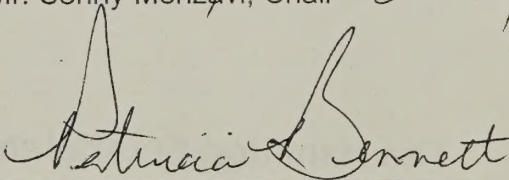
THAT THE DRAFT 2001 AUDITED FINANCIAL STATEMENTS FOR THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. (HECFI) BE APPROVED.

2. Draft 2001 Audited Financial Statements for the Hamilton Performing Arts Foundation Inc.

THAT THE DRAFT 2001 AUDITED FINANCIAL STATEMENTS FOR THE HAMILTON PERFORMING ARTS FOUNDATION INC. (HPAFI) BE APPROVED.

Respectfully submitted,


Mr. Sonny Monzavi, Chair


Patricia Bennett, Secretary

Grant Thornton LLP
Chartered Accountants
Canadian Member Firm of
Grant Thornton International

Grant Thornton 

DRAFT

**The Hamilton Entertainment
and Convention Facilities
Inc.**

Financial Statements

December 31, 2001

Contents

	<u>Page</u>
Auditors Report	1
Balance Sheet	2
Statement of Revenue and Expense	3
Statement of Cash Flows	4
Notes to the Financial Statements	5-9

DRAFT

Grant Thornton LLP
Chartered Accountants
Canadian Member Firm of
Grant Thornton International

Grant Thornton 

AUDITORS' REPORT

To the Board Members of
The Hamilton Entertainment and Convention Facilities Inc.,

We have audited the balance sheet of the Hamilton Entertainment and Convention Facilities Inc. as at December 31, 2001 and the statements of revenue and expense and cash flows for the year then ended. These financial statements are the responsibility of the Corporation's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Corporation as at December 31, 2001 and the results of its operations for the year then ended in accordance with Canadian generally accepted accounting principles except as described in Note 2.

The comparative figures for 2000 are based upon financial statements which were reported on by another firm of chartered accountants.

DRAFT

Hamilton, Canada
April 9, 2002

Chartered Accountants

Standard Life Centre
120 King Street West
Suite 1040
Hamilton, Ontario
L8P 4V2
Tel: (905) 525-1930
Fax: (905) 527-4413

The Hamilton Entertainment and Convention Facilities Inc.

Balance Sheet

Year Ended December 31

2001

2000

Assets

Current assets:

Cash	\$ 139,414	\$ 22,400
Accounts receivable	1,231,064	1,282,939
Inventories (note 3)	55,366	65,545
Prepaid expenses	32,328	30,361
Deferred charges on future shows	80,154	49,832
Due from City of Hamilton	<u>1,446,893</u>	<u>1,502,361</u>
	<u>\$ 2,985,219</u>	<u>\$ 2,953,438</u>

Liabilities

Current liabilities:

Bank overdraft	\$ -	\$ 200,377
Accounts payable and accrued liabilities	855,351	1,134,416
Advance ticket sales	1,687,759	1,166,172
Deposits on future rentals	298,884	276,368
Deferred revenue on display advertising	1,688	38,083
Unredeemed gift certificates	80,570	77,470
Advance from a related corporation (note 4)	12,550	12,135
Accrued sick benefits (note 10)	<u>48,417</u>	<u>48,417</u>
	<u>\$ 2,985,219</u>	<u>\$ 2,953,438</u>

On behalf of the Board

DRAFT_____
Director_____
Director

See accompanying notes to the financial statements.

The Hamilton Entertainment and Convention Facilities Inc.

Statement of Revenue and Expense

December 31, 2001

	Budget 2001	Actuals 2001	Actuals 2000
Revenue			
Rentals, licence fees and show revenue	\$ 1,842,170	\$ 1,611,555	\$ 1,786,086
Food, beverage and concessions	2,815,790	2,701,623	3,235,274
Recoveries	2,493,370	2,489,215	2,903,527
Box Office	370,330	385,462	438,103
Other	347,520	301,681	407,508
	<u>7,869,180</u>	<u>7,489,536</u>	<u>8,770,498</u>
Expense			
Events delivery	2,317,250	2,315,183	3,168,714
Food and beverage	2,337,050	2,252,896	2,585,941
Building operations	2,144,430	2,020,355	1,654,017
Marketing and promotion	1,495,490	1,418,798	1,615,682
Administration	1,299,480	1,221,644	1,199,624
Box Office	325,990	309,176	319,883
	<u>9,919,690</u>	<u>9,538,052</u>	<u>10,543,861</u>
Excess of expense over revenue before contribution from the City of Hamilton	2,050,510	(2,048,516)	(1,773,363)
Contribution from the City of Hamilton	<u>2,050,510</u>	<u>2,050,510</u>	<u>2,007,460</u>
Excess of revenue over expense for the year (note 6)	\$ <u>-</u>	\$ <u>1,994</u>	\$ <u>234,097</u>

See accompanying notes to the financial statements.

DRAFT

The Hamilton Entertainment and Convention Facilities Inc.

Statement of Cash Flows

Year Ended December 31

2001

2000

Cash provided by (used in)

Operations:

Change in non-cash operating working capital:

Decrease (increase) in accounts receivable	\$ 51,875	\$ (307,720)
Decrease (increase) in inventory	10,179	(261)
(Increase) decrease in prepaid expenses	(1,967)	57,769
(Increase) decrease in charges on future shows	(30,322)	38,823
Decrease (increase) in due to City of Hamilton	55,468	(1,280,291)
(Decrease) increase in bank overdraft	(200,377)	200,377
(Decrease) increase in accounts payable and accrued liabilities	(279,065)	58,772
Increase (decrease) in advance ticket sales	521,587	(545,895)
Increase in deposits on future rentals	22,516	10,730
(Decrease) increase in deferred revenue on display advertising	(36,395)	2,784
Increase in unredeemed gift certificates	3,100	4,340
Increase in advance from a related corporation	415	643
Increase in accrued vacation and sick benefits	-	584
Increase (decrease) in cash	117,014	(1,759,845)
Cash, beginning of year	22,400	1,782,245
Cash, end of year	\$ 139,414	\$ 22,400

DRAFT

See accompanying notes to the financial statements.

The Hamilton Entertainment and Convention Facilities Inc.

Notes to the Financial Statements

December 31, 2001

1. Nature of operations:

The Hamilton Entertainment and Convention Facilities Inc. (HECFI) is a not-for-profit organization, incorporated without share capital under the laws of Ontario by The Corporation of the City of Hamilton (City of Hamilton) to maintain and operate, in the public interest, the following facilities:

Copps Coliseum (a trade Centre and arena)
Hamilton Convention Centre
Ronald V. Joyce Centre for the Performing Arts at Hamilton Place (a theatre-auditorium).

2. Significant accounting policies:

The Corporation follows accounting principles appropriate for a municipal organization, except that it does not present the operating, capital, reserves and reserve funds which are set aside by Council for use by the Corporation on the balance sheet and statement of revenue and expense. This basis of accounting is considered appropriate as HECFI's financial information is included with the consolidated financial statements of the City of Hamilton for the Members of Council, Inhabitants and Ratepayers. These financial statements reflect the operating arrangement between the City and HECFI, whereby the City owns the capital assets and arranges with HECFI to operate the facilities on the City's behalf.

The financial statements presented herewith are required only for HECFI's Board of Directors. As these financial statements have not been prepared for general purposes, some users may require further information.

The more significant accounting policies used are as follows:

DRAFT

(a) Inventories:

Inventories are valued at the lower of cost (determined on the first-in, first-out method) and net realizable value.

(b) Capital assets:

The land, buildings, and the original equipment of HECFI are owned by the City of Hamilton. Purchases of equipment and furnishings are charged either directly to operations in the year in which the expenses occur, or to a capital projects reserve fund established for the purchase of capital assets and maintained by the City of Hamilton on behalf of HECFI.

(c) Reserves:

Payments relating to the functional purpose of reserves are charged directly to the reserves.

The Hamilton Entertainment and Convention Facilities Inc.

Notes to the Financial Statements

December 31, 2001

2. Significant accounting policies: (continued)

(d) Rentals, licence fees and show revenue:

Rentals, licence fees and show revenue comprise minimum rental and licence fees, negotiated percentages of box office receipts and profit or loss when the Corporation acts as a promoter or co-promoter on shows. Revenues exclude the capital improvement surcharge.

3. Inventories

Inventories consist of liquor, beer, wine, food and soft drinks.

4. Advance from a related corporation:

In 1991, The Hamilton Performing Arts Foundation Inc. advanced monies to the Corporation which in turn invested the funds with the City of Hamilton. All interest earned on these funds has been reinvested with the City of Hamilton and will be paid to The Hamilton Performing Arts Foundation Inc. The continuity of this account is summarized as follows:

	<u>2001</u>	<u>2000</u>
Balance, beginning of year	\$ 12,135	\$ 11,492
Interest earned during the year	<u>415</u>	<u>643</u>
Balance, end of year	<u>\$ 12,550</u>	<u>\$ 12,135</u>

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5. Pension agreements:

The Corporation makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of fifty members of its staff. The plan is a defined benefit plan, which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay.

Effective August 1, 1998, OMERS provided a temporary contribution holiday, with no employer or employee pension contributions required until January 1, 2003. Contributions will then resume with the return to the full rate being phased in equally over a three year period. As a result, no amount was contributed to OMERS for 2001 (2000 \$ Nil) for current service.

6. Transfer to the City of Hamilton:

At the end of the year \$1,994 (2000 - \$234,097) excess of revenue over expense for the year was transferred to the City of Hamilton and allocated to HECFI reserve for capital projects.

The Hamilton Entertainment and Convention Facilities Inc.

Notes to the Financial Statements

December 31, 2001

7. Reserve Fund:

During the year a donation of \$200,000 (2000 - \$200,000) was made by the Ron Joyce Foundation to the City of Hamilton. In accordance with the restriction placed upon the use of these funds, the City of Hamilton has created a separate reserve fund which is to be utilized to finance major building repairs/improvements and to purchase or replace equipment at the Ronald V. Joyce Centre for the Performing Arts at Hamilton Place.

The Ron Joyce Foundation has also pledged further annual donations of \$200,000 for the years 2002 to 2017 inclusive.

The continuity of this fund is summarized as follows:

	<u>2001</u>	<u>2000</u>
Balance, beginning of year	\$ 297,403	\$ 442,261
Donations	200,000	200,000
Interest earned during the year	19,377	55,142
Funds transferred to finance capital projects approved in the current year's capital budget	(200,000)	(400,000)
Return of unused funds from previously approved capital projects	<u>32,935</u>	<u>-</u>
Balance, end of year	<u>\$ 349,715</u>	<u>\$ 297,403</u>

In addition to the above-noted funds, there are also unexpended capital balances relating to projects included in the current and past years' capital budgets. The continuity of this amount is as follows:

	<u>2001</u>	<u>2000</u>
Unexpended balance, beginning of year	\$ 406,981	\$ 703,725
Expenditures made on capital projects	(318,366)	(696,744)
Transfer of unused funds from previously approved capital projects	(32,935)	-
Funds transferred to finance the current year's capital projects	<u>200,000</u>	<u>400,000</u>
Unexpended balance, end of year	<u>\$ 255,680</u>	<u>\$ 406,981</u>

The Hamilton Entertainment and Convention Facilities Inc.

Notes to the Financial Statements

December 31, 2001

8. Other reserves:

The City of Hamilton holds other reserves for HECFI to be used for specific purposes totalling \$893,290 (2000 - \$891,441) and a capital fund in the amount of \$445,578 (2000 - \$380,028). The reserves and capital fund have not been included in HECFI's Balance Sheet nor have their operations been included in the Statements of Revenue and Expenses and Cash Flows.

The following reserves have been set aside by Council on behalf of HECFI:

(a) Reserve for capital projects:

This reserve and the interest earned thereon is used primarily to finance major building repairs/improvements, purchase of equipment or replacement thereof. The reserve is financed from allocations of the excess of revenue over expense (note 6) as well as from a patron surcharge levied by the Corporation on ticket admissions to the Ronald V. Joyce Centre for the Performing Arts at Hamilton Place and Copps Coliseum. The continuity of this reserve is summarized as follows:

	<u>2001</u>	<u>2000</u>
Balance, beginning of year	\$ 577,791	\$ 377,926
Funds transferred to finance capital projects approved in the current year's capital budget:		
Hamilton Convention Centre	(150,000)	(100,000)
Copps Coliseum	(100,000)	(200,000)
	<u>(250,000)</u>	<u>(300,000)</u>
Receipts from patron surcharges during year:		
Ronald V. Joyce Centre for the Performing Arts at Hamilton Place	107,030	131,873
Copps Coliseum	74,987	79,005
	<u>182,017</u>	<u>210,878</u>
Return of unused funds from previously approved capital projects	21,780	-
Interest earned during year	39,583	54,890
Surplus transferred from The Hamilton Entertainment and Convention Facilities Inc.	1,994	234,097
	<u>63,357</u>	<u>288,987</u>
Balance, end of year	<u>\$ 573,165</u>	<u>\$ 577,791</u>

In addition to the above-noted funds, there are also unexpended capital balances relating to projects included in the current and past years' capital budgets. The continuity of this amount is as follows:

	<u>2001</u>	<u>2000</u>
Unexpended balance, beginning of year	\$ 380,028	\$ 1,257,720
Expenditures made on capital projects	(162,670)	(1,177,692)
Transfer of unused funds from previously approved capital projects	(21,780)	-
Funds transferred to finance the current year's capital projects	250,000	300,000
Unexpended balance, end of year	<u>\$ 445,578</u>	<u>\$ 380,028</u>

The Hamilton Entertainment and Convention Facilities Inc.

Notes to the Financial Statements

December 31, 2001

8. Other reserves (continued):

(b) Special events subsidy reserve

This reserve and interest earned thereon is used primarily to attract events to the facilities operated by HECFI. The continuity of this fund is summarized as:

	<u>2001</u>	<u>2000</u>
Balance, beginning of year	\$ 5,390	\$ 1,210
Contribution from the City of Hamilton	100,000	100,000
Interest earned during the year	1,324	2,756
Payments made in the year for events subsidies	<u>(105,390)</u>	<u>(98,576)</u>
Balance, end of year	<u>\$ 1,324</u>	<u>\$ 5,390</u>

(c) Budget stabilization reserve

This reserve and the interest earned thereon is used primarily to fund the Corporation's over-expended municipal contribution, if any, in future years. The continuity of this fund is summarized as follows:

	<u>2001</u>	<u>2000</u>
Balance, beginning of year	\$ 308,260	\$ 291,927
Interest earned during the year	10,541	16,333
Balance, end of year	<u>\$ 318,801</u>	<u>\$ 308,260</u>

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9. Other financial information:

HECFI was advised by the City that the City of Hamilton incurred utility costs of approximately \$1,183,000 (2000 - \$1,039,000) for the operations of HECFI as well as overhead costs in relation to HECFI's operations.

10. Liability for vested sick leave benefits:

Effective May 1, 1982 the predecessor corporations to HECFI adopted an Income Protection Plan and sick leave credits earned under the previous Sick Leave Benefit Plan were frozen. Under the Sick Leave Benefit Plan unused sick leave could accumulate and employees were entitled to cash payment upon termination of services after ten continuous years of employment. Entitlement to cash payment continues to apply to those employees who earned credits under this plan. The liability for these accumulated days, to the extent that they have vested and could be taken in cash by an employee on termination, amounted to \$48,417 at December 31, 2001 (2000 - \$48,417). Cash payments made by the City of Hamilton in lieu of sick leave are included in the expenses of the year in which services are terminated and no provision was made by the City in the year when the liability was incurred. The current year expense of Nil (2000 - \$4,700) for sick leave liability was paid directly by the City of Hamilton and is not reflected in these financial statements.

Grant Thornton LLP
Chartered Accountants
Canadian Member Firm of
Grant Thornton International

Grant Thornton 

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**The Hamilton Performing
Arts Foundation Inc.
Financial Statements**
December 31, 2001

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Statement of Fund Balance	3
Notes to the Financial Statements	4

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Grant Thornton LLP
Chartered Accountants
Canadian Member of
Grant Thornton International

Grant Thornton 

AUDITORS' REPORT

To the Board Members of
The Hamilton Performing Arts Foundation Inc.,

We have audited the balance sheet of The Hamilton Performing Arts Foundation Inc., as at December 31, 2001 and the statement of fund balance for the year then ended. These financial statements are the responsibility of the Foundation's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Foundation as at December 31, 2001 and the results of its operations for the year then ended in accordance with Canadian generally accepted accounting principles.

The comparative figures for 2000 were audited by another firm of chartered accountants.

Hamilton, Ontario
April 9, 2002

Chartered Accountants

Standard Life Centre
120 King Street West
Suite 1040
Hamilton, Ontario
L8P 4V2
Tel: (905) 525-1930
Fax: (905) 527-4413

Grant Thornton LLP
Chartered Accountants
Canadian Member Firm of
Grant Thornton International

Grant Thornton 

AUDITORS' REPORT

To the Board Members of
The Hamilton Performing Arts Foundation Inc.,

We have audited the balance sheet of The Hamilton Performing Arts Foundation Inc., as at December 31, 2001 and the statement of fund balance for the year then ended. These financial statements are the responsibility of the Foundation's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Foundation as at December 31, 2001 and the results of its operations for the year then ended in accordance with Canadian generally accepted accounting principles.

DRAFT

Hamilton, Ontario

Chartered Accountants

Standard Life Centre
120 King Street West
Suite 1040
Hamilton, Ontario
L8P 4V2
Tel: (905) 525-1930
Fax: (905) 527-4413

The Hamilton Performing Arts Foundation Inc.

Balance Sheet

Year Ended December 31

2001

2000

Assets

Current assets:

Cash

\$ 17

\$ 17

Advance to a related corporation (note 3)

12,55012,135\$ 12,567\$ 12,152**Fund Balance**

Surplus

\$ 12,567\$ 12,152**DRAFT**

On behalf of the Board_____
Director_____
Director

See accompanying notes to the financial statements.

The Hamilton Performing Arts Foundation Inc.
Statement of Fund Balance

For the Year Ended December 31

2001

2000

	Actuals <u>2001</u>	Actuals <u>2000</u>
Revenue		
Fund Balance, beginning of year	\$ 12,152	\$ 11,509
Interest revenue	<u>415</u>	<u>643</u>
	<u>\$ 12,567</u>	<u>\$ 12,152</u>

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See accompanying notes to the financial statements.

The Hamilton Performing Arts Foundation Inc.

Notes to the Financial Statements

December 31, 2001

1. Nature of operations:

The Hamilton Performing Arts Foundation Inc. was incorporated with the objective of making gifts to other Canadian charitable organizations and Canadian municipalities, and to provide, promote, present, develop, assist, maintain, operate, and manage the performing arts, educational and cultural activities, and their respective facilities.

2. Significant accounting policies:

The Foundation follows Canadian generally accepted accounting principles in preparing its financial statements. The significant accounting policies used are as follows:

- (a) Revenue and expenses of the Foundation are recorded on the accrual basis.
- (b) Purchases of equipment, if any, are recorded as a charge against revenue in the year of acquisition.

3. Advance to a related corporation:

In 1991, the Foundation advanced monies to The Hamilton Entertainment and Convention Facilities Inc., a corporation related by common directorship, which in turn invested the funds with the Corporation of the City of Hamilton. All interest earned on these funds accrues to the Foundation. The continuity of this advance is as follows:

	<u>2001</u>	<u>2000</u>
Balance, beginning of year	\$ 12,135	\$ 11,492
Interest earned during the year	<u>415</u>	<u>643</u>
Balance, end of year	<u>\$ 12,550</u>	<u>\$ 12,135</u>

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4. Statement of cash flow:

A separate statement of cash flows is not presented since cash flows from operating, investing and financing activities are readily apparent from the other financial statements.

August 12, 2002

Audit Committee
Hamilton Entertainment and Convention Facilities Inc.
101 York Blvd.
Hamilton, Ontario
L8R 3L4

Dear Sirs:

We have completed our audit of Hamilton Entertainment and Convention Facilities Inc. for the year ended December 31, 2001.

Auditors' Report and Examination

Subject to completion of discussions with the Audit Committee and the approval of the financial statements by the Board of Directors, we anticipate being in a position to sign the Auditors' report appended to the draft financial statements.

Our audit of the financial statements was performed in accordance with Canadian generally accepted auditing standards (GAAS), and was performed to obtain reasonable, rather than absolute, assurance whether the financial statements are free of material misstatement. Our audit included assessing the risk that the financial statements may contain material misstatements, examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and their application, and assessing the significant estimates made by management. Our audit procedures were limited to those that Grant Thornton considered necessary in the circumstances. Such tests would not necessarily detect fraud, irregularities and error even if material in amount.

The auditors' report refers to the accounting policies as described in Note 2 to the financial statements. Note 2 outlines that the Corporation follows accounting principles appropriate for a municipal organization, except that it does not present on the balance sheet and statement of revenue and expense, the operating, capital, reserves and reserve funds which are set aside by Council for use by the Corporation. This is appropriate for the Corporation, given that HECFI's financial statement information is included in the consolidated financial statements for the City of Hamilton, which would include the reserves.

Independence

As external auditors of HECFI, we are required to be independent in accordance with the Canadian professional requirements. These standards require that we disclose to the Board of Directors all relationships, which in our professional judgment, may reasonably be thought to bear on independence.

We can report that we are objective with respect to HECFI and the City of Hamilton within the meaning of the Rules of Professional Conduct of the Institute of Chartered Accountants of Ontario as of June 2002. We can report that we have not conducted any other services for HECFI that would impair our independence for purposes of expressing an opinion on the financial statements.

Responsibility of Management

The preparation of the financial statements, including the notes, is the responsibility of management. Management is responsible for selecting the significant accounting policies used in the preparation of the financial statements and for the determination of significant estimates used. Additionally it is management's responsibility to have documentation supporting the amounts and information disclosed in the financial statements. Management is also responsible for detecting and assessing any misstatements detected by them during the preparation of the financial statements.

Additionally it is management's responsibility to ensure that all financial records and related information is provided to the auditors. Management and the Board is to ensure that the corporation has an internal control structure adequate to permit the preparation of accurate financial statements in accordance with generally accepted accounting principles.

In the course of our examination, no significant weaknesses in internal controls came to our attention.

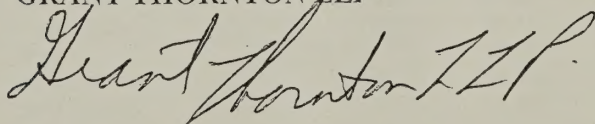
Related Party Transactions

Transactions disclosed are those with the City of Hamilton and with the Hamilton Performing Arts Foundation Inc. The notes to the financial statements outline the nature of the relationships and the nature of transactions in the normal conduct of operations.

Summary

We thank management and the staff for the cooperation and assistance provided to us during the audit. It was a pleasure providing services for HECFI this year and we look forward to an ongoing business relationship.

Yours very truly,
GRANT THORNTON LLP



Fay Booker, C.A.
Partner

The Operations Committee presents its **FIFTH** Report of 2002 from its meeting held August 22, 2002 and respectfully requests approval of the following recommendations:

1. CC : Request for Price Adjustments on Food and Beverage Concession Items

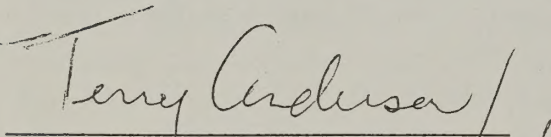
THAT THE PROPOSED PRICE INCREASES AS DETAILED IN THE ATTACHED SCHEDULE BE APPROVED AND IMPLEMENTED EFFECTIVE 2002 SEPTEMBER 1 WITH THE FOLLOWING EXCEPTIONS:

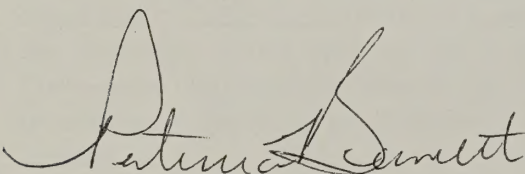
- A PRETZELS – No Increase to Selling Price
- B SMALL SODA (16 OZ) – No Increase to Selling Price
- C MEDIUM SODA (20 OZ) – No Increase to Selling Price

2. HCC : Provision of Audio/Visual Services

THAT THE TENDER SUBMITTED BY AVW-TELAV INC. FOR THE PROVISION OF AUDIO/VISUAL SERVICES AT THE HAMILTON CONVENTION CENTRE FOR A FIVE (5) YEAR TERM ENDING 2007 AUGUST 31, BE ACCEPTED.

Respectfully submitted


Mr. Terry Anderson, Chair


Patricia Bennett, Secretary

Sodexo Pricing Proposal - 2002-03

Menu Item	2001-02			Proposed		Proposed	
	Net Price	Tax In Price	Food Cost	2002 - 03 Net Price	2002 - 03 Tax In Price	2002 - 03 Food Cost	Increase
Bulldog Hotdog	\$2.83	\$3.25	28.31%	\$3.04	\$3.50	26.29%	\$0.25
Smoked Sausage	\$3.48	\$4.00	30.19%	\$3.70	\$4.25	28.41%	\$0.25
Copps Burger	\$3.48	\$4.00	23.86%	\$3.48	\$4.00		
w/ Cheese	\$1.09	\$1.25	9.20%	\$1.09	\$1.25		
French Fries	\$3.04	\$3.50	26.94%	\$3.04	\$3.50		
Cheese Dog	\$3.91	\$4.50	31.70%	\$4.13	\$4.75	30.02%	\$0.25
Chili Dog	\$3.48	\$4.00	37.38%	\$4.13	\$4.75	31.47%	\$0.75
Cheese Fries	\$3.91	\$4.50	35.72%	\$4.13	\$4.75	31.96%	\$0.25
Fries & Gravy	\$3.70	\$4.25	30.36%	\$3.70	\$4.25		
Poutine	\$4.13	\$4.75	39.22%	\$4.13	\$4.75		
Nachos	\$3.26	\$3.75	23.31%	\$3.26	\$3.75		
Small Popcorn	\$2.17	\$2.50	4.57%	\$2.17	\$2.50		
Large Popcorn	\$3.04	\$3.50	6.03%	\$3.04	\$3.50		
Pretzels	\$2.17	\$2.50	18.40%	\$2.39	\$2.75	18.60%	\$0.25
Carmel Corn	\$3.04	\$3.50	28.91%	\$3.04	\$3.50		
Peanuts	\$3.48	\$4.00	37.95%	\$3.48	\$4.00		
Breyers Bars	\$3.48	\$4.00	51.75%	\$3.91	\$4.50	46.00%	\$0.50
Klondike Cones	\$2.39	\$2.75	43.49%	\$2.61	\$3.00	39.87%	\$0.25
Big Bear	\$2.39	\$2.75	39.31%	\$2.61	\$3.00	23.38%	\$0.25
Cyclone	\$1.74	\$2.00	35.08%	\$2.61	\$3.00	36.03%	\$1.00
Pre Packaged Candy	\$3.04	\$3.50	57.50%	\$3.26	\$3.75	53.67%	\$0.25
Licorice	\$3.04	\$3.50	32.20%	\$3.26	\$3.75	30.05%	\$0.25
Candy Floss	\$2.17	\$2.50	34.50%	\$2.17	\$2.50		
Pizza Slice	\$3.04	\$3.50	18.00%	\$3.04	\$3.50		
12" Mr. Sub Sandwich	\$6.09	\$7.00	23.00%	\$6.09	\$7.00		
Dog/Fries/Fountain Drink Combo	\$6.52	\$7.50	30.23%	\$6.52	\$7.50		
Dog/Fountain Drink Combo	\$4.35	\$5.00	23.46%	\$4.35	\$5.00		
Dog/ Bottle Pop Combo	\$4.78	\$5.50	30.95%	\$4.78	\$5.50		
Burger/Fries/Fountain Drink Combo	\$6.96	\$8.00	28.67%	\$6.96	\$8.00		
Pizza/Fountain Drink Combo	\$4.57	\$5.25	13.51%	\$4.57	\$5.25		
Pizza/ Bottle Pop Combo	\$5.43	\$6.25	19.81%	\$5.43	\$6.25		
Small Soda - 16oz	\$1.74	\$2.00	12.65%	\$1.96	\$2.25	11.24%	\$0.25
Medium Soda - 20oz	\$2.17	\$2.50	11.50%	\$2.39	\$2.75	10.45%	\$0.25
Large Soda - 32oz	\$2.61	\$3.00	13.03%	\$2.61	\$3.00		
Bottled Soda	\$2.61	\$3.00	26.07%	\$2.61	\$3.00		
Bottled Water	\$2.17	\$2.50	21.62%	\$2.17	\$2.50		
Ocean Spray	\$2.61	\$3.00	31.82%	\$2.61	\$3.00		
Small Coffee	\$0.91	\$1.05	17.52%	\$0.91	\$1.05		
Large Coffee	\$1.12	\$1.29	20.50%	\$1.12	\$1.29		
HotChocolate/Cappucino	\$1.13	\$1.30	23.00%	\$1.13	\$1.30		
Draft Beer	\$3.91	\$4.50	30.16%	\$4.13	\$4.75	28.57%	\$0.25
Bottled Beer	\$3.91	\$4.50	32.24%	\$4.57	\$5.25	27.63%	\$0.75
Wine	\$3.91	\$4.50	38.22%	\$4.78	\$5.50	31.27%	\$1.00
Cocktails	\$4.35	\$5.00	25.04%	\$4.78	\$5.50	22.76%	\$0.50
Spirit Coolers	\$4.78	\$5.50	34.46%	\$4.78	\$5.50	34.46%	\$0.00
Proposed Items							
Large Draft Beer (24oz)				\$8.26	\$9.50	28.57%	
Premium Bottled Beer				\$5.00	\$5.75	n/a	

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FINANCE & ADMINISTRATION COMMITTEE
FIFTH REPORT OF 2002

The Finance and Administration Committee presents its **FIFTH** Report of 2002 from its meeting held August 22, 2002 and respectfully requests approval of the following recommendations:

1. Memorandum of Settlement Between HECFI and UFCW, Local 333

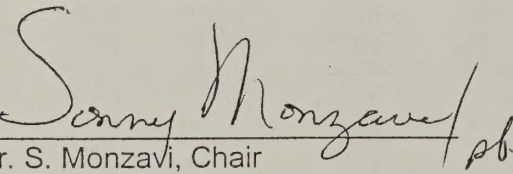
THAT THE MEMORANDUM OF SETTLEMENT DATED JULY 30, 2002 BETWEEN H.E.C.F.I. AND UNITED FOOD AND COMMERCIAL WORKERS INTERNATIONAL UNION LOCAL 333 AT THE HAMILTON CONVENTION CENTRE FOR A THREE YEAR TERM FROM JULY 1, 2002 TO JUNE 30, 2005 BE APPROVED.

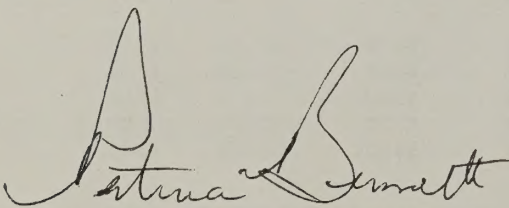
2. 2003 Operating Budget Plan

THAT MANAGEMENT CONTINUE TO DEVELOP A ZERO PERCENT INCREASE IN ITS 2003 OPERATING BUDGET; and

THAT MANAGEMENT DEVELOP AN IMPACT STATEMENT ENCOMPASSING THE CITY OF HAMILTON'S PROPOSALS TO INCLUDE A COLA ADJUSTMENT IN ITS 2003 OPERATING BUDGET, AS WELL AS TO REDUCE THE OVERALL OPERATING BUDGET BY TEN PERCENT.

Respectfully submitted,


Mr. S. Monzavi, Chair


Patricia Bennett, Secretary

12 Mc Crimmon Crd,
Ancaster, Ont,
Aug 20, 2002

Dear Sir,

On Sun Aug 11th, during the finale of Lord of the Dance, I discovered to my chagrin that my citrine stone was missing from my ring. The staff on duty that late afternoon were most helpful in the search but to no avail.

Imagine my euphoria when Rhona phoned on Tuesday morning telling my husband that it had been found, mainly due to the efforts of Mr Trevor McNuff.

Sincere appreciation for the courtesy and helpfulness shown by the staff Susan, Rhona with particular thanks to Trevor who, I understand went beyond the call of duty in finding my stone.

The happy ending to this story could not have happened without the efforts of the aforementioned. I just wanted you to know.

Sincerely,
Linda Love

Aug. 13/02

Dear Staff,

I was euphoric when my husband took the message that my citrine stone had been found!

Many thanks to Susan, Trevor and others who were so helpful in the search.

I couldn't have asked for a better birthday present (tomorrow) than the return of my "treasure".

Thank-you again, everybody.

Sincerely,
Lucia Love

AUG 9 2002

 The Hamilton Follies Inc.
"Geritol Follies"

August 8, 2002

Gabe Macaluso
HECFI
Hamilton Place
10 McNab St. S.
Hamilton, Ontario
L8P 4Y3

Dear Gabe,

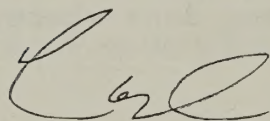
I hope you are enjoying this warm summer weather.

I am writing to let you know how much I appreciate the crew's professionalism and hard work on the Geritol Follies, June 18 to 21.

As you're aware, this was the first time I had produced the show since Chris Hamilton's passing and under rather adverse conditions, the crew put the whole cast (and myself) at ease. Richard Owen (being a gentleman) would not want to be singled out, but, he went to great lengths to see that the show was a success.

Thank you also, Gabe, for your continued support and assistance to the Follies.
It is very much appreciated.

Warm regards,



Carl Horton
Producer - Director
Hamilton Geritol Follies

HAMILTON PLACE
10 MacNab Street South
Hamilton, Ontario L8P 4Y3

CARL HORTON
Director - Producer

JUL 15 2002

July 10th, 2002

Copp's Coliseum

Hamilton, On.

Attention: Customer Service

Just wanted to let you know that when we attended your facility last week-end July 5-7, we found it most comfortable for such a large gathering.

Although, we have attended there for several years and never got around to letting you know how much we enjoyed being there for the 3 days. The seats are very comfortable (found no broken ones) plus the air conditioning was just right, lots of public washrooms and the sound system wherever one sat was just right. The fact that C.C is connected to Jackson Square even makes it more enjoyable, being able to walk into the mall and then to the Farmer's Market on Fri. & Sat, also the underground parking is very convenient.

Although Jehovah's Witnesses go into the building prior to the opening sessions and do their cleaning, does not mean your building is not clean, it is just something that has always been done wherever we rent a facility.

Maybe I have left something out about C.C. but whomever designed it originally did a very fine job.

Thanks again for letting us use it.

Margaret Goode

2002



June 20th, 2002

Gabe Macaluso,

It is indeed our sincere pleasure to thank you for supporting the FCM and CAMA conferences which were recently held in the City of Hamilton.

These high profile conferences brought over 1,500 delegates to Hamilton from across the nation. As the Host City, we were tasked with planning and delivering virtually all the elements of each of the conferences.

We continue to receive many positive comments from those who attended the conferences, with most making particular reference to the professionalism, enthusiasm, visibility and helpfulness of the Hamilton volunteer team.

Whether your individual contribution was during the early planning stages, with various programme elements, behind the scenes, or on-site during the conferences - the impact of your efforts and/or support was significant and attributed to the overall success of both conferences.

We hope that you can set aside a little time, to join us one more time, as our guest, at a volunteer appreciation party. This event will be held at "*Barangas on the Beach*", Van Wagners Beach in Confederation Park, on July 11th from 3.30 p.m. to 6 p.m. Buses have been arranged to transport everyone from the back of City Hall, (loading dock) at 3.00 p.m. and return by 6.30 p.m.

Please RSVP to Barb Eastman-Lewin at (905) 546-4290 before July 4th.

We look forward to seeing you and celebrating the success that we have all achieved.

Councillor Russ Powers
Chair, FCM Coordinating Committee

Art Zuidema
Chair, CAMA Coordinating Committee



THE ROTARY CLUB OF HAMILTON, ONTARIO

112 King Street East, Hamilton, Ontario, Canada L8N 1A8
Telephone: (905) 522-4588 Fax: (905) 522-6735
E-mail: rotaryclubhamilton@on.aibn.com

June 14, 2002

HECFI
101 York Blvd.
Hamilton, Ontario L8R 3L4 Attn: Mary Dow

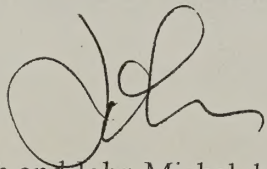
Mary, hello!... just a short note on behalf of Rotary and the 3rd Annual Rotary Jazz on Mars Neighbourhood Festival team to sincerely say, "thank you very much" for your support!

... without your generous help, the middle school and high school musicians in our community would not have had a chance to play wonderful music!... the kids at Robert Land School would not have been able to take trips to the Art Gallery, African Lion Safari, Bronte Creek Park and to a home near the Bruce Trail to see what a real Ontario woodland looks and feels like!... the Mom's Group at the school would not have been able to purchase special things for the kids' academic and recreational activities!... and the people who stop by at the St. Matthew's food bank, for much needed basic food supplies, would go hungry!

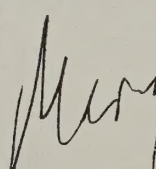
... and lastly, almost one hundred volunteers from our Rotary Club and the community would not feel a warm fuzzy glow in their heart or have the beaming ear to ear smile generated by their work on Rotary's 3rd Annual Jazz on Mars Neighbourhood Festival!

... you see, you thought it was just another in-kind contribution you were making to help your community but thanks to you, many people now have a song in their heart! :)... thank you from all of us at Rotary!

regards,

Len 

Len Saltmarsh and John Michaluk

 ... thanks for being here again!

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday, June 27, 2002
12:00 Noon
Hamilton Place
Meeting Room #1

MINUTES

PRESENT:

Councillor R. Powers, Chair
Mr. A. Skrypniak, First Vice Chair
Mrs. M. Dow, Second Vice Chair
Mayor R. Wade
Councillor C. Collins
Mr. T. Anderson
Mr. R. Baboth
Mr. P. DeCaria
Mr. F. Deys
Mr. I. Thompson

ALSO PRESENT:

Mr. G. Macaluso
Mr. B. Calder
Mr. R. DiFilippo
Mr. S. Farrauto
Mr. R. Rakoczy
Ms. D. Vivian
Mrs. J. Mills

REGRETS:

Councillor B. Kelly
Councillor A. Horwath
Mr. S. Monzavi
Ms. B. Shackleton

1. Opening Remarks

The Chair called the meeting to order at 12:10 p.m.

A. Operations Committee Fourth Report of 2002

The Operations Committee Fourth Report from its meeting held June 20, 2002 was received. It was

MOVED by Mr. Anderson, seconded by Mr. Thompson that

THE OPERATIONS COMMITTEE FOURTH REPORT OF 2002 BE APPROVED
AND THE FOLLOWING RECOMMENDATIONS RATIFIED:

A-1 HCC : Renovations to Third Floor Ceilings in Common Corridors and Webster Room

THAT THE SPECIFICATIONS REQUIRED TO TENDER THE FOLLOWING PROJECTS BE DEVELOPED AND THE SUBSEQUENT RENOVATIONS BE UNDERTAKEN IN ACCORDANCE WITH THE APPROVED CAPITAL BUDGET PROGRAM FOR THE CONVENTION CENTRE:

- (i) MODIFICATION OF THE EXISTING "LEAF LITE" CEILING SYSTEM IN THE COMMON CORRIDOR AREAS ON THE THIRD FLOOR; and
- (ii) INSTALLATION OF A NEW CEILING AND GENERAL LIGHTING SYSTEM IN THE WEBSTER ROOMS A, B AND C.

A-2 HP : Additional Barrier Free Seating Locations

THAT THE CONSTRUCTION OF ADDITIONAL BARRIER FREE SEATING IN HAMILTON PLACE BE UNDERTAKEN IN 2002 IN THE EVENT THAT FUNDS BECOME AVAILABLE; and

THAT THIS PROJECT BE INCLUDED IN THE 2003 CAPITAL BUDGET IN THE EVENT THAT IT CANNOT BE COMPLETED DURING 2002.

A-3 Provision of Ticketing Services

STAFF COMMENCE NEGOTIATIONS WITH TICKETMASTER CANADA LTD. FOR THE PROVISION OF TICKETING SERVICES AT THE H.E.C.F.I. FACILITIES FOR A FIVE (5) YEAR TERM BEGINNING 2002 JULY 1.

A-4 Parking Meters at H.E.C.F.I. Facilities

H.E.C.F.I. EXPRESS ITS OBJECTIONS REGARDING THE CREATION OF PARKING AT THE ENTRANCE TO HAMILTON PLACE AND IN THE LAY-BY ON THE NORTH SIDE OF MAIN STREET AND SUMMERS LANE; and

THAT THE PROPOSAL BY THE CITY PARKING ENFORCEMENT AND OPERATIONS DIVISION TO INSTALL ELEVEN PARKING METERS ON SUMMERS LANE ADJACENT TO THE CONVENTION CENTRE BE APPROVED ON A SIX MONTH TRIAL BASIS; and

THAT THE PARKING METERS AT COPPS COLISEUM BE CONVERTED FROM ONE/HALF HOUR TO FIFTEEN MINUTE METERS.

Private and Confidential

MOVED by Mr. DeCaria, seconded by Mr. Baboth that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 12:30 P.M.

MOTION CARRIED.

MOVED by Mr. Baboth, seconded by Mr. DeCaria that

THE IN-CAMERA SESSION BE ADJOURNED AT 12:45 P.M.

MOTION CARRIED.

B. Finance & Administration Fourth Report of 2002

The Finance & Administration Committee Fourth Report from its meeting held June 20, 2002 was received. It was

MOVED by Mr. DeCaria, seconded by Mr. Baboth that

THE FINANCE & ADMINISTRATION COMMITTEE FOURTH REPORT OF 2002 BE APPROVED AND THE FOLLOWING RECOMMENDATIONS RATIFIED:

B-1 Modification to Capital Improvement Surcharges

THAT THE CURRENT \$0.50 PER TICKET CAPITAL IMPROVEMENT SURCHARGE AMOUNT AT COPPS COLISEUM FOR THOSE TICKETS PRICED BETWEEN \$15.01 AND \$20.00 BE INCREASED TO \$1.00 IN 2002 FOR NEW EVENTS NOT YET CONTRACTED AND TO \$1.50 IN 2003.

B-2 H.E.C.F.I. Non-Union Job Evaluation Appeals

THAT THE THREE SUCCESSFUL APPEALS OUT OF THE SIX SUBMITTED, BE IMPLEMENTED; and

THAT AS A RESULT OF THE TWO APPEALS RECEIVED FROM THE SECRETARIAL SUBMISSIONS, A NEW SALARY GRADE BE CREATED WHICH COLLAPSES GRADE LEVELS 1 AND 2 INTO A SINGLE LEVEL CALLED 1-2 WHICH RANGE IS MID-WAY BETWEEN GRADE 1 AND 2, OR \$33,915 TO \$39,000 AND THAT ALL ADMINISTRATIVE/PROGRAM ASSISTANTS BE PLACED IN THE NEW 1-2 GRADE; and

THAT THE RE-POSITIONING STRATEGY BE APPROVED, IN PRINCIPLE, AND IMPLEMENTED BY SETTING ASIDE MONIES IN ANNUAL OPERATING BUDGETS COMMENCING IN 2003; and

THAT STAFF PROVIDE THE FINANCE & ADMINISTRATION COMMITTEE WITH STATISTICAL DATA RESPECTING MERIT AS WELL AS RE-POSITIONING INCREASES BY JANUARY 31ST FOLLOWING EACH YEAR-END.

B. Community Dinner : Canadian Football Hall of Fame : Saturday, September 4, 2002

Management's June 24th report was received. It was

MOVED by Mrs. Dow, seconded by Mr. Deys that

THE BOARD OF DIRECTORS PURCHASE A TABLE OF TEN ON BEHALF OF H.E.C.F.I. AT A COST NOT TO EXCEED \$950. TO THE 30TH ANNUAL INDUCTION DINNER OF THE CANADIAN FOOTBALL HALL OF FAME TO BE HELD SEPTEMBER 24, 2002 AT THE HAMILTON CONVENTION CENTRE.

MOTION CARRIED.

2. Correspondence

Correspondence was received from Denise Arkell on behalf of Neighbour to Neighbour and Joan Balinson on behalf of About Town Event & Meeting Planners.

3. Minutes

MOVED by Mr. Deys, seconded by Mr. Thompson that

THE MINUTES OF THE REGULAR MEETING HELD MAY 30, 2002 BE APPROVED.

MOTION CARRIED.

4. Business Arising From the Minutes

Nil

5. Reports

5.1 Financial Summary for the Five Month Period Ended May 31, 2002

Moved by Mr. Baboth, seconded by Mrs. Dow that

THE FINANCIAL SUMMARY FOR THE FIVE MONTH PERIOD ENDED MAY 31, 2002 BE RECEIVED.

MOTION CARRIED.

6. Private and Confidential

See above. The Private and Confidential session was conducted prior to the Board's receipt of the Finance & Administration Fourth Report of 2002.

7. New Business

7.1 IAAM 77th Annual Conference & Trade Show

Moved by Mr. Anderson, seconded by Mr. Skrypniak that

THE CHAIRMAN OF THE BOARD OR HIS DESIGNATE ATTEND THE 2002 IAAM CONFERENCE IN ATLANTA, GEORGIA.

MOTION CARRIED.

8. Other Business

8.1 Meeting Schedule Survey

The Chair advised that the results of the meeting survey indicated that the vast majority of Directors supported the status quo.

9. Date of Next Meeting

Thursday, July 25, 2002

10. Adjournment

Moved by Mr. Thompson, seconded by Mr. Baboth that

THE MEETING BE ADJOURNED AT 1:15 P.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

Councillor R. Powers, Chair

Councillor R. Powers, Acting Secretary



Hamilton
Entertainment
and Convention
Facilities Inc.

5.1

Financial Summary
For The Seven Month Period Ended July 31, 2002

Actual Results For The Seven Month Period Ended July 31, 2001		(1) Budget	(2) Actual	(3) Favourable (Unfavourable) Budget Variance
\$4,677,877	Revenue	\$4,876,748	\$5,740,660	\$863,912
<u>5,906,219</u>	Expenses	<u>5,863,916</u>	<u>6,534,085</u>	<u>(670,169)</u>
	Excess of Expenses			
<u>\$ 1,228,342</u>	Over Revenue From Operations	<u>\$ 987,168</u>	<u>\$ 793,425</u>	<u>\$ 193,743</u>

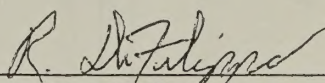
Comments:

HECFI's municipal contribution was under-expended by \$193,743 (see row 3, column 3 above) for the seven month period ended July 31, 2002. This represents a decrease of \$15,369 in the under-expended amount that was reported to you last month for the six month period ended June 30, 2002.

The unfavourable results for the month arose mainly due to lower than anticipated revenues being attained at the Hamilton Convention Centre.

The favourable results for the seven month period arose primarily due to higher than anticipated revenue being generated at all three facilities.

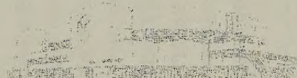
Please note that it is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.


Mr. Rick DiFilippo, CA
Director of Business Services

20 August 2002



HAMILTON
CONVENTION
CENTRE



Copps
Coliseum



HAMILTON
PLACE
THEATRE

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
CONSOLIDATED STATEMENT OF REVENUE AND EXPENSES

	Budgeted Operating Results For The Seven Month Period Ended July 2002	Actual Operating Results For The Seven Month Period Ended July 2002	Favourable/ (Unfavourable) Budget Variance Amount	%	Actual Operating Results For The Seven Month Period Ended July 2001
	(1)	(2)	(3)	(4)	(5)
REVENUE					(6)
RENTAL, LICENCE FEES AND SHOW REVENUE	\$1,427,870	1,050,420	1,169,783	119,363	\$759,138
OTHER RENTALS	437,950	245,764	214,987	(30,777)	240,156
FOOD, BEVERAGE AND CONCESSIONS	3,009,730	1,720,217	1,902,850	182,633	1,716,311
RECOVERIES	2,348,660	1,407,899	1,874,712	466,813	1,586,202
BOX OFFICE	444,350	282,070	380,840	98,770	242,811
OTHER	332,370	170,378	197,488	27,110	133,259
TOTAL REVENUE	\$8,000,930	4,876,748	5,740,660	\$863,912 *	\$4,677,877
OPERATIONS-ADMINISTRATION	\$294,600	168,052	170,434	(\$2,382)	\$162,824
FOOD AND BEVERAGE	2,481,670	1,393,493	1,534,371	(140,878)	1,388,334
EVENTS DELIVERY	2,162,360	1,262,958	1,768,628	(505,670)	1,463,067
BUILDING OPERATIONS	2,164,840	1,294,530	1,334,049	(39,519)	1,274,278
MARKETING AND PROMOTION	1,503,370	870,591	891,502	(20,911)	925,995
ADMINISTRATION-CEO/BOARD	556,800	320,170	294,919	25,251	285,263
PROFESSIONAL FEES	30,000	11,669	4,200	7,469	1,538
BUSINESS SERVICES	433,240	243,767	239,457	4,310	224,364
BOX OFFICE	329,930	209,766	207,605	2,161	180,556
INSURANCE	94,630	88,920	88,920	0	0
TOTAL EXPENSES	\$10,051,440	5,863,916	6,534,085	(\$670,169)	\$5,906,219
EXCESS OF EXPENSE OVER					
REVENUE FROM OPERATIONS	\$2,050,510	\$987,168	793,425	\$193,743	\$1,228,342
CONTRIBUTION FROM THE CITY	\$2,050,510	\$987,168	987,168	\$0	\$1,140,418
UNDER (OVER) EXPENDED					
MUNICIPAL CONTRIBUTION	\$0	\$0	193,743	\$193,743	(\$87,924)

NOTE: It is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.
*For an analysis of the Budget Variance for revenues, see the attached schedule.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
 ANALYSIS OF THE BUDGET VARIANCE FOR REVENUES
 FOR THE SEVEN MONTH PERIOD ENDED JULY 31, 2002

Favourable/
 (Unfavourable)
 Budget Variance
 Amount

REVENUES NOT CLOSELY ASSOCIATED WITH EXPENSES:

RENTAL, LICENCE FEES AND SHOW REVENUE	\$119,363
OTHER RENTALS	(30,777)
SODEXHO COMMISSIONS	43,732
TICKETMASTER COMMISSIONS AND NET CREDIT CARD REVENUE	82,525
OTHER	27,110
	<u>\$241,953</u>

REVENUES CLOSELY ASSOCIATED WITH EXPENSES:

FOOD AND BEVERAGE (LESS SODEXHO COMMISSIONS)	\$138,901
RECOVERIES	466,813
BOX OFFICE (LESS TICKETMASTER COMMISSIONS AND NET CREDIT CARD REVENUE)	16,245
	<u>\$621,959</u>
	<u>\$863,912</u>

TOTAL

**STATUS REPORT ON HECFI REVENUE
FOR THE SEVEN MONTH PERIOD ENDED JULY 31, 2002**

	Hamilton Convention Centre		Hamilton Place		Copp's Coliseum		Corporate *		TOTAL HECFI	
	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date
2002 Actual	111,644	2,072,401	38,361	993,443	41,041	2,292,260	12,563	382,555	203,609	5,740,660
2002 Budget	136,174	1,893,317	23,653	740,750	57,949	1,957,942	1,257	284,739	219,033	4,876,748
Favorable/ (Unfavorable) Variance	(24,530)	179,085	14,708	252,694	(16,908)	334,318	11,306	97,816	(15,424)	863,912

COMPARISON TO PRIOR YEAR'S ACTUALS

	Hamilton Convention Centre		Hamilton Place		Copp's Coliseum		Corporate *		TOTAL HECFI	
	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date
2002 Actual	111,644	2,072,401	38,361	993,443	41,041	2,292,260	12,563	382,555	203,609	5,740,660
2001 Actual	156,078	1,856,154	32,025	896,709	(20,073)	1,680,656	2,388	244,358	170,418	4,677,877
Favorable/ (Unfavorable) Variance	(44,434)	216,247	6,336	96,734	61,114	611,604	10,175	138,197	33,191	1,062,783

* Corporate revenue includes revenue common to two or all three facilities, such as interest revenue, gift certificates, box office revenue, etc.

** The monthly and year to date revenue budgets represent targets established by the Marketing and Sales Department.

Prepared by the Business Services Department

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HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday, October 31, 2002

12:00 Noon

(Lunch Served at 11:30 a.m.)

Hamilton Convention Centre

Room 314

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

ACTION ITEMS

- | | | |
|----|---|--------------|
| A. | Operations Committee Seventh Report of 2002 | Attachment A |
| B. | Finance & Administration Seventh Report of 2002 | Attachment B |
| C. | Community Dinner : B'Nai Brith, February 3, 2003 | Attachment C |
| D. | Community Dinner : Hamilton Gallery of Distinction, November 13, 2002 | Attachment D |

INFORMATION ITEMS

- | | | |
|-----|--|-----------------------------|
| 2. | Correspondence | Attachment 2 |
| 3. | Minutes of Regular Meeting Held September 26, 2002 | Attachment 3 |
| | 3.1 Errors or Omissions | |
| | 3.2 Motion for Approval | |
| 4. | Business Arising from the Minutes | |
| 5. | Reports | |
| | 5.1 Financial Summary for the Nine Month Period Ended September 30, 2002 | Attachment 5.1 |
| 6. | Private and Confidential | |
| 7. | New Business | |
| 8. | Other Business | |
| 9. | Date of Next Meeting: | Thursday, November 28, 2002 |
| 10. | Adjournment | |

OUTSTANDING BUSINESS

- | | |
|-------|--|
| (i) | Colliers Operational & Strategic Reviews of HECFI : CEO's Participation in City Review |
| (ii) | Report : City Chargebacks |
| (iii) | Parking Metres : HCC & HP |
-

2002 October 25
Patricia Bennett
Secretary to the Board of Directors

PLEASE NOTE: SPECIAL GUEST : CITY MANAGER

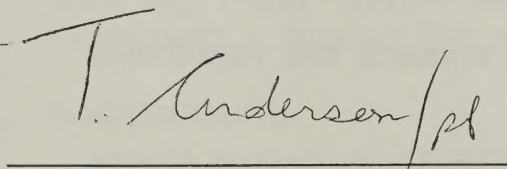
OPERATIONS COMMITTEE SEVENTH REPORT OF 2002

The Operations Committee presents its **SEVENTH** Report of 2002 from its meeting held October 24, 2002 and respectfully requests approval of the following recommendation:

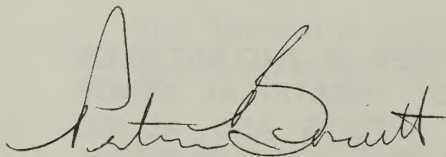
1. 2003 – 2012 Capital Budget Program

THE CAPITAL PROJECTS LISTED IN MANAGEMENT'S OCTOBER 16TH REPORT BE CONSIDERED FOR INCLUSION WITHIN THE TEN (10) YEAR 2003 TO 2012 CAPITAL BUDGET PROGRAM.

Respectfully submitted,

Handwritten signature of Terry Anderson in cursive script, followed by a horizontal line.

Mr. Terry Anderson, Chair

Handwritten signature of Patricia Bennett in cursive script, followed by a horizontal line.

Patricia Bennett, Secretary

B

**FINANCE & ADMINISTRATION COMMITTEE
SEVENTH REPORT OF 2002**

The Finance and Administration Committee presents its **SEVENTH** Report of 2002 from its meeting held October 24, 2002 and respectfully requests approval of the following recommendations:

1. 2003 Operating Budget

THAT THE 2003 OPERATING BUDGET THAT PROVIDES FOR A MUNICIPAL CONTRIBUTION OF \$2,400,000, REPRESENTING A 17.0% INCREASE, BE APPROVED.

2. Financing for the Ten (10) Year (2003-2112) Capital Budget Program

THAT THE TEN (10) YEAR (2003-2012) CAPITAL BUDGET PROGRAM BE FINANCED AS FOLLOWS:

THAT THE "VARIOUS REPLACEMENTS AND RENOVATIONS" PROJECTS FOR HAMILTON PLACE BE FINANCED FROM THE RONALD V. JOYCE CENTRE FOR THE PERFORMING ARTS AT HAMILTON PLACE RESERVE FUND; and

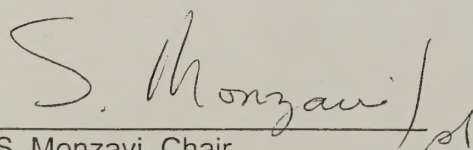
THAT THE CAPITAL PROJECTS FOR THE HAMILTON CONVENTION CENTRE AND COPPS COLISEUM BE FINANCED FROM THE HECFI RESERVE FOR CAPITAL PROJECTS TO THE EXTENT FUNDS ARE AVAILABLE; and

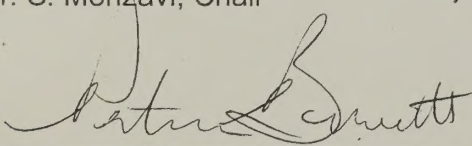
THAT THE CITY OF HAMILTON BE ASKED TO FINANCE THE REMAINING PROJECTS.

3. Memorandum of Agreement between HECFI and IATSE (The international Alliance of Theatrical Stage Employees and Moving Picture Technicians, Artists and Allied Crafts of the United States and Canada), Local No. 129, Hamilton, Ontario, Canada

THAT THE MEMORANDUM OF AGREEMENT DATED OCTOBER 21, 2002 BETWEEN HECFI AND IATSE (THE INTERNATIONAL ALLIANCE OF THEATRICAL STAGE EMPLOYEES AND MOVING PICTURE TECHNICIANS, ARTISTS AND ALLIED CRAFTS OF THE UNITED STATES AND CANADA), LOCAL 129, HAMILTON, ONTARIO, CANADA BE APPROVED.

Respectfully submitted,


Mr. S. Monzavi, Chair


Patricia Bennett, Secretary

C

MEMO TO: **H.E.C.F.I. BOARD OF DIRECTORS**

FROM: Brad Calder
Acting Managing Director/CEO:

DATE: 2002 October 24

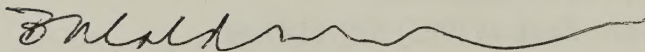
SUBJECT: **COMMUNITY DINNER :**
B'Nai Brith 52nd Annual Sports Celebrity Dinner
Monday, February 3, 2003
Hamilton Convention Centre

RECOMMENDATION:

THAT THE BOARD OF DIRECTORS PURCHASE A TABLE OF TEN ON BEHALF OF H.E.C.F.I. AT A COST NOT TO EXCEED \$1,250 TO THE 52nd ANNUAL B'NAI BRITH SPORTS CELEBRITY DINNER TO BE HELD FEBRUARY 3, 2003 AT THE HAMILTON CONVENTION CENTRE.

BACKGROUND:

- The B'Nai Brith traditionally presents its annual Sports Celebrity Dinner at the Hamilton Convention Centre.
- The function is a prestigious community event and one that HECFI has supported in the past.
- Funds are available in the Board's allocation for meetings and receptions.



Brad Calder
Acting Managing Director/CEO



52ND ANNUAL SPORTS CELEBRITY DINNER

VICEROY READING LODGE - Number 886, Hamilton, Ontario
Monday, February 3rd, 2003 • Hamilton Convention Centre

All correspondence to: Laura c/o New Horizon Homes
69 John Street South, Suite 304, Hamilton, ON L8N 2B9
Phone (905) 777-0000 ext:10 Fax (905) 777-1300

OCT 17 2002

FORMER HEAD TABLE GUESTS

Jackie Robinson
Otto Graham
Jessie Owens
Mel Allan
Lou Groza
Jim Trimble
Frank "Pop" Ivy
Red Grange
Bill Veeck
Leo Durocher
Ara Parseghian
Bob Gibson
Ferguson Jenkins
Woody Hayes
Brooks Robinson
Peter Carelissimo
Rusty Staub
Don Meredith
Joe Paterno
Bob Devaney
Bob Uecker
Dick Williams
John McKay
Pete Rose
John Brodie
Dan Devine
Thurman Munson
Bo Schembechler
Tom Seaver
Elroy Hirsch
Lou Holtz
Lou Pinella
George Blanda
Sparky Anderson
Fred Akers
Ron Luciano
Gary Carter
Susan Nattress
Cindy Nicholas
Steve Stone
Tom Lasorda
Eddie Robinson
Whitey Herzog
Johnny Bench
Franco Harris
Steve Garvey
"Red" Holzman
Joe Theismann
Jon Miller
Angelo Mosca
Marty Springstead
Ernie Whitt
Earl Weaver
Eddie Shack
Larry Csonka
Rick Dempsey
Dennis Hull
Brad Park
Rocky Bleier
Derwood Merrill
Larry Barnett
Pat Riley
Eric Gregg
Tony Esposito
Hank Stram
Denny McLain
Cito Gaston
Jerry Tarkanian
Johnny Bower
Tie Domi
Shawn Green
Mattieu Schneider
Ron Lancaster
Danny McManus
Darren Flutie
Glen Grunwald
Susan Auch
Curtis Joseph
Harry Howell
Bobby Hull
Phil Esposito
Guy Lafleur
Red Kelly
Sandy Hawley
Wendell Clark

COMMITTEE HALL OF FAME

Paul Smurlick - Founder
Harry Foster
Paul Hanover
Leslie Levitt
Gord Zack

October 8, 2002

HECFI
Mr. Brad Calder
101 York Street
Hamilton, Ontario L8A 3L4

INNER CHAIRMAN

Howard Eisenberg

Dear Mr. Brad Calder:

COMMITTEE

Affrey Paikin
Arvin Cohen
Auppy Katz
Stephen Foster
Richard Levy
Harry Zaitchik
Jewell Richter
George McCarter
Laura Heap
Bill Kyle
Harry Minden
Jeff Levy
Jay State
& C Artists
Dodie Peltzman
John Rousseau
Harry Spence
Ave Stephenson
Arlene Altman
David Katz
Gord Clifford
John Mathioudakis
John Stewart
Alan Rodrigues
Aly Foster
2003 Hall of Fame Inductee
Auppy Katz

It is once again time to say thanks to our community for your support at the 2002 B'nai Brith Sports Celebrity Dinner. Through your participation we have been able to make significant contributions over the years to the building funds of our three major Hamilton Hospitals, Ronald McDonald Building Fund, YMCA Building Fund, Shalom Village, The Hamilton - Wentworth Regional Cancer Clinic and many, many more worthwhile local charities.

This year, the dinner will take place on **Monday February 3, 2003 at the Hamilton Convention Centre**, and our entire committee looks forward to your continuing participation.

In conjunction with the Hamilton Spectator, we will be honouring our outstanding 2001 - 2002 High School Athlete-of-the-Year. Emcee and Leaf radio colour commentator Jim Ralph will lead the head table. This year our head table will include such names as *Yvan Cournoyer, Pat Lafontaine, Jerry Markbreit, Barbara Underhill & Paul Martini* just to name a few.

Your committee is working diligently to put the finishing touches to this upcoming event; we look forward to seeing you there again.

For ticket information please contact one of the following:
Stephen Foster at (905) 317-5264, Gord Zack at (905) 529-1149 or Laura Heap at (905) 777-0000 ext. 10.

Once again, ticket prices for this tremendous event are \$125 each including GST.

Yours truly,

Howard Eisenberg
Dinner Chairman

The Hamilton
Spectator

Investors
Group
SOLUTIONS BUILT AROUND YOU.

THE FOX 40
HAMILTON'S LEADER IN NEWS, INFORMATION AND ENTERTAINMENT

PEPSI
HAMILTON'S LEADER IN NEWS, INFORMATION AND ENTERTAINMENT

AM900
HOMETOWN RADIO
CHML

D

MEMO TO: **H.E.C.F.I. BOARD OF DIRECTORS**

FROM: Brad Calder
Acting Managing Director/CEO:

DATE: 2002 October 24

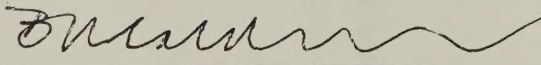
SUBJECT: **COMMUNITY DINNER :**
Hamilton Gallery of Distinction
2002 Awards Dinner : November 13, 2002
Hamilton Convention Centre

RECOMMENDATION:

THAT THE BOARD OF DIRECTORS PURCHASE A TABLE OF TEN ON BEHALF OF H.E.C.F.I. AT A COST NOT TO EXCEED \$650. TO THE 2002 HAMILTON GALLERY OF DISTINCTION AWARDS DINNER TO BE HELD NOVEMBER 13, 2002 AT THE HAMILTON CONVENTION CENTRE.

BACKGROUND:

- The Hamilton Gallery of Distinction traditionally presents its annual Awards Dinner at the Hamilton Convention Centre.
- The function is a prestigious community event and one that HECFI has supported in the past.
- Funds are available in the Board's allocation for meetings and receptions.



Brad Calder
Acting Managing Director/CEO



October 11, 2002

Councilor Russ Powers
Chair, HECFI
c/o Pat Bennett
Hamilton Place
10 McNab Street South
Hamilton, ON
L8P 4Y3

Dear Mr. Powers:

The Hamilton Gallery of Distinction will celebrate the award winners for 2002 at a gala dinner on Wednesday, November 13, 2002 at the Hamilton Convention Centre. As president of the Gallery, I would like to extend an invitation to the HECFI Board of Directors to purchase a corporate table for this very special evening.

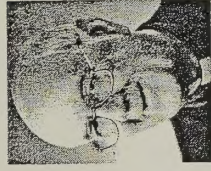
Attached is an invitation which describes this year's inductees and the details of the dinner. Please note that tickets can be purchased through Julie Daley at KPMG, at (905) 523-2264.

I would be happy to answer any questions you may have about the 2002 Gallery of Distinction Dinner, and invite you to contact me at (905) 527-2985, extension 16 or at cjanzen@hellingman.com.

Yours truly,

Cynthia Janzen
President, Hamilton Gallery of Distinction
&
Vice President, Hellingman Communications Inc.
225 Locke Street South
Hamilton, ON
L8P 4B6

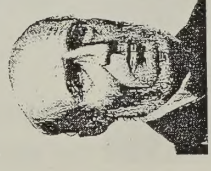
Father Frank Kennedy - Parish priest, builder of the Catholic Youth Organization, long-serving trustee and former chair of the Hamilton-Wentworth Catholic District School Board and former chair of St. Joseph's Hospital.



Paul Szep - Distinguished editorial cartoonist born and raised in Hamilton. Retired from the Boston Globe after 34 years, two Pulitzer Prizes and numerous other awards and accolades. Author of several books and contributor to magazines such as Sports Illustrated and Golf Digest.



Dr. William Craigie - A resident of the Hamilton area from 1834 until his death in 1863, Dr. Craigie was both a school teacher and surgeon. He founded the Ancaster Literary Institute and the Hamilton Horticultural Society, and was a trustee of the Gore School District.



Janet and Erland Lee - Pioneered the Women's Institute in 1897 with Adelaide Hoodless. Mrs. Lee was one of the first officers of the Institute, while Mr. Lee served the community as clerk of Saltfleet Township.



Event Sponsor:

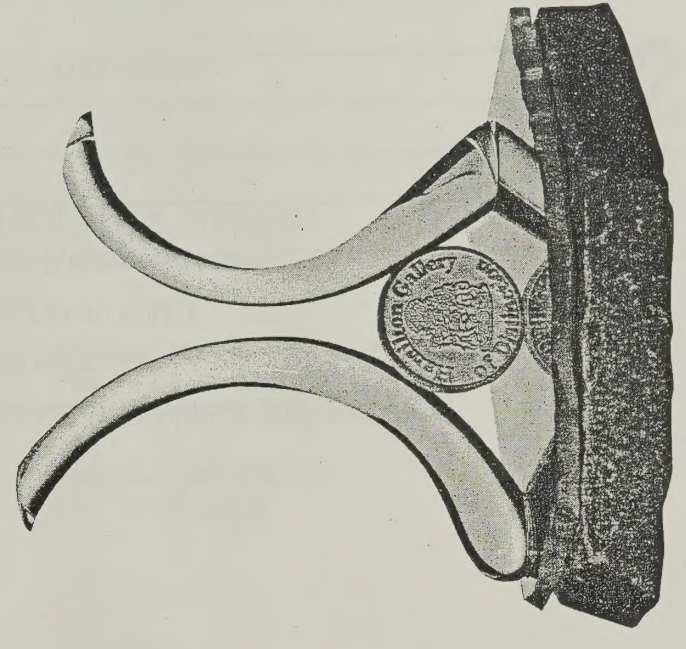
Dan Lawrie Insurance Brokers Ltd.

Media Sponsor:

THE HAMILTON SPECTATOR

Hamilton Gallery of Distinction

AN INVITATION



HAMILTON GALLERY OF DISTINCTION

.....

2002 Awards Dinner

Wednesday, November 13, 2002

HAMILTON Convention Centre

5:30 p.m. Cocktail Reception

6:30 p.m. Dinner

Formal or Business Attire

.....

The Hamilton Gallery of Distinction Awards Dinner is an important community event which recognizes and honours prominent present and past citizens who have, by their accomplishments, brought credit to our community.

Please join us at the 19th annual awards dinner to honour the following inductees.



Cecelia Carter-Smith - Canadian track and field champion, promoter and organizer of athletic and community events, including Children's International Games held in Hamilton in 2000. Recipient of numerous awards and honours, including induction into McMaster University's Sports Hall of Fame.



Shirley Elford - Acclaimed contemporary glass artist, creator of the Juno Award for the Canadian Academy of Recording Arts and Sciences and numerous local awards. Her glassworks have been presented to Hamilton visitors ranging from singer Elton John, actor and advocate Christopher Reeve, to former U.S. President Bill Clinton.



Don Fell - Founder of Fell-Fab, North America's largest manufacturer of aircraft and rail interiors, and strong supporter of community activities. Founded "Goal 100," a job placement project for adults with physical disabilities.



Nevin Grant - Program and music director of Oldies 1150 CKOC radio. Avid supporter of community events, including founder of the Christmas Miracle in 1972. Recipient of many broadcasting awards.

(additional recipients on reverse)

Yes, we will attend the **Hamilton Gallery of Distinction** dinner on November 13th, 2002
Please send _____ tickets at \$70.00 each (including \$4.90 G.S.T.)
_____ table of 10 at \$650.00 each (including \$45.50 G.S.T.)
My cheque for \$ _____ is enclosed
Dietary restrictions: _____

To: **Hamilton Gallery of Distinction**
c/o Julie Daley
KPMG LLP
Box 976, Hamilton, Ontario L8N 3R1
Tel: (905) 523-2264

TELEPHONE _____

POSTAL CODE _____
G.S.T. # 130023342

ADDRESS _____

COMPANY _____

NAME: _____

Guido de Brès Christian High School
Guido de Brès Canadian Reformed High School Society

420 Crerar Drive
Hamilton, Ontario

Mailing Address:
P.O. Box 20098
Upper James Postal Station
Hamilton, Ontario L9C 7M5

Principal: J.G. VanDooren, B.A., M.Ed
Vice-Principal: W. Helder, Ph.D.
Vice-Principal: R. VanAndel, B.A.

Telephone: 905-574-4011
Fax: 905-574-8662

October 2, 2002

Mr. Rich Rakoczy
Entertainment Programmer
Hamilton Entertainment & Convention Facilities Inc.
10 MacNab St. S.
Hamilton, Ontario
L8P 4Y3

(905) 546-3076
(905) 521-0924 (fax)

Dear Mr. Rakoczy:

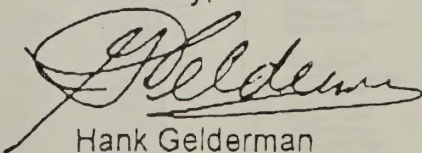
As per our telephone conversation this past Monday, I would like to communicate to you in writing how professional and helpful your staff was last week when our highschool had their commencement ceremonies. This was the first experience for us in using a facility of this size.

At all times, before and during our commencement ceremonies your staff was always there to answer any questions or suggestions on how we would like things done.

Please convey our thanks to Sam Haining (*he was everywhere*) and Debbie Hutchins, the stagehands, and the sound and light person. You made us feel at home.

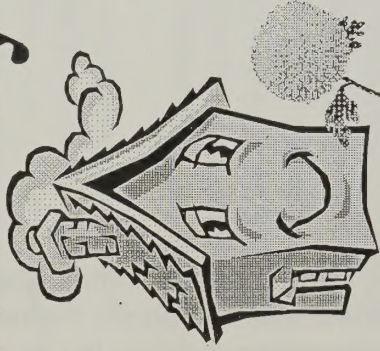
We look forward to using your facility again next year.

Sincerely,



Hank Gelderman

East 33rd Street Community Fest



Hamilton Place & Copps Coliseum

**Presented by the Cancer Assistance Program
in recognition of the contribution
made to help cancer patients and their families in our community**

Bruno Uggenti

Bruno Uggenti, President

Helena Streun

Helena Streun, Vice President

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday, September 26, 2002
12:00 Noon
Hamilton Convention Centre
Room 314

MINUTES

PRESENT:

Councillor R. Powers, Chair
Mr. A. Skrypniak, First Vice Chair
Mrs. M. Dow, Second Vice Chair
Mayor R. Wade
Councillor A. Horwath
Mr. R. Baboth
Mr. P. DeCaria
Mr. F. Deys
Mr. S. Monzavi
Ms. B. Shackleton
Mr. I. Thompson

ALSO PRESENT:

Mr. B. Calder
Mr. R. DiFilippo
Mr. J. Elder
Mr. R. Rakoczy
Ms. D. Vivian
Mr. S. Farrauto

GUEST:

Mr. D. Logan, Legal Services

REGRETS:

Councillor C. Collins
Councillor B. Kelly
Mr. T. Anderson

1. Opening Remarks

Councillor Powers called the meeting to order at 12:25 p.m. requesting that the meeting move into an in-camera session. It was

MOVED by Mr. DeCaria, seconded by Mr. Deys that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 12:26 P.M.

MOTION CARRIED.

MOVED by Mrs. Dow, seconded by Mr. Baboth that

THE IN-CAMERA SESSION BE ADJOURNED AT 12:45 P.M.

MOTION CARRIED.

A. Operations Committee Sixth Report of 2002

The Operations Committee Sixth Report was received and the following recommendation endorsed.

Provision of Ticketing Services

MOVED by Mrs. Dow, seconded by Mr. Baboth that

AN AGREEMENT BE ENTERED INTO WITH TICKETMASTER CANADA LTD. FOR THE PROVISION OF TICKETING SERVICES AT THE HECFI FACILITIES FOR A FIVE YEAR TERM COMMENCING 2002 JULY 1 AND TERMINATING 2007 JUNE 30 IN ACCORDANCE WITH THE AGREED TO TERMS AND CONDITIONS.

MOTION CARRIED.

B. Finance & Administration Committee Sixth Report of 2002

The Finance & Administration Committee Sixth Report of 2002 was received and the following recommendation endorsed.

Cash Advances From H.E.C.F.I. Floats

MOVED by Mr. Monzavi, seconded by Mr. Baboth that

WHEN EMERGENCY CASH FUNDS ARE REQUIRED FOR EVENT RELATED CHARGES, FUNDS SHOULD BE ORDERED FROM THE BANK OR, FOR AMOUNTS UNDER \$150.00, THEY MAY BE WITHDRAWN FROM PETTY CASH; and

THAT WHEN TIME CONSTRAINTS PREVENT THE FOREGOING, FUNDS MAY BE REQUESTED FROM THE BOX OFFICE OR FLOAT FUNDS PROVIDED THAT PRIOR APPROVAL IS OBTAINED IN ACCORDANCE WITH THE SIGNING AUTHORITIES LISTED BELOW:

ALL STAFF MUST HAVE PRIOR WRITTEN APPROVAL OF THEIR RESPECTIVE MANAGER/SUPERVISOR; and

ALL MANAGERS/SUPERVISORS MUST OBTAIN THE PRIOR WRITTEN APPROVAL OF THE DIRECTOR OF OPERATIONS/EVENTS DELIVERY OR HIS/HER DESIGNATE; and

THE DIRECTOR OF OPERATIONS/EVENTS DELIVERY MUST HAVE PRIOR WRITTEN APPROVAL OF THE MANAGING DIRECTOR/CEO, OR HIS/HER DESIGNATE; and

THE MANAGING DIRECTOR/CEO MUST HAVE PRIOR WRITTEN APPROVAL OF THE CHAIRMAN OF THE BOARD OR HIS/HER DESIGNATE.

MOTION CARRIED.

2. Correspondence

Correspondence from Derek Watters and Ada Dixon was received respecting wheelchair accessibility in the Great Hall; specifically their tour of the facility with architectural and engineering consultants.

3. Minutes of Regular Meeting Held August 29, 2002

MOVED by Mr. Skrypniak, seconded by Councillor Horwath that

THE MINUTES OF THE REGULAR MEETING HELD AUGUST 29, 2002 BE APPROVED.

MOTION CARRIED.

4. Business Arising From the Minutes

4.1 Police Chief or Designate to Present Policy on Motorcycle Colors

Councillor Powers advised that the issue of Motorcycle Colors is still being discussed at a sub-committee level. Further discussion will be deferred until such time as City Council has received the report.

5. Reports

5.1 Financial Summary for the Eight Month Period Ended August 31, 2002

It was **MOVED** by Mr. Monzavi, seconded by Mr. Thompson that

THE REPORT, FINANCIAL SUMMARY FOR THE EIGHT MONTH PERIOD ENDED AUGUST 31, 2002, BE RECEIVED.

MOTION CARRIED.

6. Private and Confidential

See Agenda Item #1 above.

7. New Business

7.1 C.I.C. Convention

MOVED by Mrs. Dow, seconded by Mr. Skrypniak that

THE CHAIR AND/OR HIS DESIGNATE ATTEND THE CONCERT INDUSTRY CONSORTIUM CONVENTION TO BE HELD IN HOLLYWOOD, CALIFORNIA IN FEBRUARY, 2003.

MOTION CARRIED.

Councillor Powers explained that while this issue had been raised at the Operations Committee meeting, there was insufficient information provided at the time. This particular convention has, in the past, been attended by the CEO and the Manager of Programming, as well as a member of the Board. It is a convention attended by international music industry affiliates. The Board Secretary was directed to take advantage of the early registration, confirming attendance of one Board Member.

8. Other Business

8.1 Queen's Visit

Mayor Wade queried HECFI's expected costs with respect to the Queen's October 10th visit. The Manager of Programming, John Elder, apprised the Board of the rental agreement made with the Heritage Ministry. The arrangement to remove the ice has been negotiated between the Ministry and the Bulldogs at a cost of \$20,000. HECFI's costs are estimated to be approximately \$50,000. David Dayler has been contracted to choreograph the event.

8.2 McDonald's Leafs Blue-White Game

Councillor Powers reported that final proceeds from the McDonald's Leafs Blue-White Game to benefit Hamilton's Rotary Wellness Centre for Seniors reached \$47,500 (a new record for Blue-White game charitable proceeds).

The Leafs vs Detroit game in Hamilton will direct \$16,500 to the Hamilton Spectator Summer Camp Fund.

8.3 Basketball Championships

The Manager of Hospitality Sales, Sal Farrauto, advised that Mr. Ron Foxcroft has indicated his involvement with the Championships dependent upon Hamilton being offered the opportunity to host games. Ideally, Hamilton would like to host two prime games and four secondary games; one of them involving the Dream Team.

8.4 World Cup

The World Cup will take place in one of the NHL cities. HECFI representatives have approached both the NHL and Hockey Canada expressing interest and willingness to become involved in this series.

9. Date of Next Meeting

Thursday, October 31, 2002

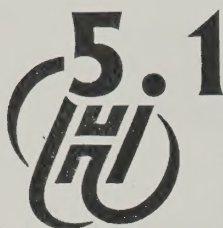
10. Adjournment

The meeting adjourned at 1:10 P.M.

TAKEN AS READ AND APPROVED

Councillor Russ Powers, Chair

Patricia Bennett, Secretary



Hamilton
Entertainment
and Convention
Facilities Inc.

Financial Summary For The Nine Month Period Ended September 30, 2002

Actual Results For The Nine Month Period Ended September 30, 2001		(1) Budget	(2) Actual	(3) Favourable <Unfavourable> Budget Variance
\$5,210,419	Revenue	\$5,621,040	\$6,656,150	\$1,035,110
<u>7,044,469</u>	Expenses	<u>7,176,488</u>	<u>8,127,600</u>	<u>(951,112)</u>
	Excess of Expenses			
<u>\$1,834,050</u>	Over Revenue From Operations	<u>\$1,555,448</u>	<u>\$1,471,450</u>	<u>\$ 83,998</u>

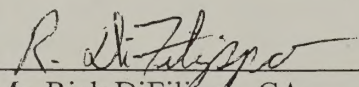
Comments:

HECFI's municipal contribution was under-expended by \$83,998 (see row 3, column 3 above) for the nine month period ended September 30, 2002. This represents a decrease of \$169,628 from the under-expended amount that was reported to you last month.

The unfavourable results for the month arose primarily as a result of losses on the Music Scene and Kenny Rogers events.

The favourable results for the nine month period ended September 30, 2002 arose primarily from higher than anticipated revenue being generated at all three HECFI facilities.

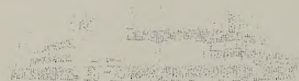
Please note that it is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.


Mr. Rick DiFilippo, CA
Director of Business Services

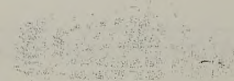
22 October 2002



HAMILTON
CONVENTION
CENTRE



Copps
Coliseum



HAMILTON
PLACE
THEATRE

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. CONSOLIDATED STATEMENT OF REVENUE AND EXPENSES

	(1)	(2)	(3)	(4)	(5)	(6)
	Annual 2002 Budget	Budgeted Operating Results For The Ninth Month Period Ended September 2002	Actual Operating Results For The Ninth Month Period Ended September 2002	Amount Favourable/ (Unfavourable) Budget Variance	%	Actual Operating Results For The Ninth Month Period Ended September 2001
REVENUE						
RENTAL, LICENCE FEES AND SHOW REVENUE	\$1,427,870	1,188,330	\$1,213,611	\$25,281	2.1%	\$867,638
OTHER RENTALS	437,950	307,982	259,744	(48,238)	-15.7%	287,702
FOOD, BEVERAGE AND CONCESSIONS	3,009,730	2,015,479	2,186,236	170,757	8.5%	1,928,827
RECOVERIES	2,348,660	1,577,452	2,265,539	688,087	43.6%	1,690,943
BOX OFFICE	444,350	326,390	480,675	154,285	47.3%	276,167
OTHER	332,370	205,407	250,345	44,938	21.9%	159,142
TOTAL REVENUE	\$8,000,930	5,621,040	\$6,656,150	\$1,035,110 *	18.4%	\$5,210,419
EXPENSES BY DEPARTMENT / SECTION						
OPERATIONS-ADMINISTRATION	\$294,600	215,998	\$216,428	(\$430)	-0.2%	\$209,007
FOOD AND BEVERAGE	2,481,670	1,700,179	1,851,777	(151,598)	-8.9%	1,650,054
EVENTS DELIVERY	2,162,360	1,463,881	2,190,131	(726,250)	-49.6%	1,631,629
BUILDING OPERATIONS	2,164,840	1,609,976	1,691,483	(81,507)	-5.1%	1,556,368
MARKETING AND PROMOTION	1,503,370	1,092,801	1,134,662	(41,861)	-3.8%	1,119,897
ADMINISTRATION-CEO/BOARD	556,800	409,490	376,632	32,858	8.0%	371,025
PROFESSIONAL FEES	30,000	15,003	4,900	10,103	67.3%	3,100
BUSINESS SERVICES	433,240	312,826	305,764	7,062	2.3%	282,941
BOX OFFICE	329,930	251,641	251,131	510	0.2%	220,448
INSURANCE	94,630	104,692	104,692	-	0.0%	-
TOTAL EXPENSES	\$10,051,440	\$7,176,488	\$8,127,600	(\$951,112)	-13.3%	\$7,044,469
EXCESS OF EXPENSE OVER REVENUE FROM OPERATIONS	\$2,050,510	\$1,555,448	\$1,471,450	\$83,998	5.4%	\$1,834,050
CONTRIBUTION FROM THE CITY	2,050,510	1,555,448	1,555,448	-	0.0%	1,622,824
UNDER (OVER) EXPENDED						
MUNICIPAL CONTRIBUTION	\$0	\$0	\$83,998	\$83,998	0.0%	(\$211,226)

NOTE: It is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.

*For an analysis of the Budget Variance for revenues, see the attached schedule.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
ANALYSIS OF THE BUDGET VARIANCE FOR REVENUES
FOR THE NINTH MONTH PERIOD ENDED SEPTEMBER 30, 2002

	Favourable/ (Unfavourable) Budget Variance Amount
<u>REVENUES NOT CLOSELY ASSOCIATED WITH EXPENSES:</u>	
RENTAL, LICENCE FEES AND SHOW REVENUE	\$25,281
OTHER RENTALS	(48,238)
SODEXHO COMMISSIONS	69,200
TICKETMASTER COMMISSIONS AND NET CREDIT CARD REVENUE	116,649
OTHER	44,938
	<u>\$207,830</u>
<u>REVENUES CLOSELY ASSOCIATED WITH EXPENSES:</u>	
FOOD AND BEVERAGE (LESS SODEXHO COMMISSIONS)	\$101,557
RECOVERIES	688,087
BOX OFFICE (LESS TICKETMASTER COMMISSIONS AND NET CREDIT CARD REVENUE)	37,636
	<u>\$827,280</u>
TOTAL	<u>\$1,035,110</u>

STATUS REPORT ON HECFI REVENUE FOR THE NINTH MONTH PERIOD ENDED SEPTEMBER 30, 2002

	<u>Hamilton Convention Centre</u>		<u>Hamilton Place</u>		<u>Copps Coliseum</u>		<u>Corporate *</u>		<u>TOTAL HECFI</u>	
	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date
2002 Actual	254,035	2,404,511	89,041	1,169,249	149,872	2,600,000	58,811	482,390	551,759	6,656,150
2002 Budget	294,247	2,277,963	50,925	798,248	186,362	2,215,436	29,977	329,393	561,511	5,621,040
Favorable/ (Unfavorable) Variance	(40,212)	126,548	38,116	371,001	(36,490)	384,564	28,834	152,997	(9,752)	1,035,110

COMPARISON TO PRIOR YEAR'S ACTUALS

	<u>Hamilton Convention Centre</u>		<u>Hamilton Place</u>		<u>Copps Coliseum</u>		<u>Corporate *</u>		<u>TOTAL HECFI</u>	
	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date
2002 Actual	254,035	2,404,511	89,041	1,169,249	149,872	2,600,000	58,811	482,390	551,759	6,656,150
2001 Actual	223,049	2,098,401	42,344	951,778	165,346	1,882,526	31,614	277,714	462,353	5,210,419
Favorable/ (Unfavorable) Variance	30,986	306,110	46,697	217,471	(15,474)	717,474	27,197	204,676	89,406	1,445,731

* Corporate revenue includes revenue common to two or all three facilities, such as interest revenue, gift certificates, box office revenue, etc.

** The monthly and year to date revenue budgets represent targets established by the Marketing and Sales Department.

THE UNIVERSITY OF CHICAGO PRESS
 5 E. JACKSON BLVD.
 CHICAGO, ILL. 60604
 (312) 837-0700

THE UNIVERSITY OF CHICAGO PRESS
 5 E. JACKSON BLVD.
 CHICAGO, ILL. 60604
 (312) 837-0700

THE UNIVERSITY OF CHICAGO PRESS
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THE UNIVERSITY OF CHICAGO PRESS
 5 E. JACKSON BLVD.
 CHICAGO, ILL. 60604
 (312) 837-0700

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2002

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday, November 28, 2002

12:00 Noon

(Lunch Served at 11:30 a.m.)

Hamilton Convention Centre

Webster A

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

ACTION ITEMS

- A. Community Dinner : B'Nai Brith 52nd Annual Sports Celebrity Dinner Attachment A

INFORMATION ITEMS

2. Correspondence Attachment 2
3. Minutes of Regular Meeting Held October 31, 2002 Attachment 3
- 3.1 Errors or Omissions
- 3.2 Motion for Approval
4. Minutes of Special Meeting Held November 12, 2002 Attachment 4
- 4.1 Errors or Omissions
- 4.2 Motion for Approval
5. Minutes of Special Meeting Held November 21, 2002 Attachment 5
- 5.1 Errors or Omissions
- 5.2 Motion for Approval
6. Business Arising from the Minutes
7. Reports
- 7.1 Financial Summary for the Ten Month Period Ended
October 31, 2002 Attachment 7.1
8. Private and Confidential
9. New Business
10. Other Business
11. Date of Next Meeting: At the Call of the Chair
12. Adjournment

OUTSTANDING BUSINESS

- (i) Colliers Operational & Strategic Reviews of HECFI : CEO's Participation in City Review
- (ii) Report : City Chargebacks
- (iii) Parking Metres : HCC & HP
- (iv) Motorcycle Colors : Presentation by Police Department
-

A

MEMO TO: H.E.C.F.I. BOARD OF DIRECTORS

FROM: Brad Calder
Acting Managing Director/CEO:

DATE: 2002 October 24

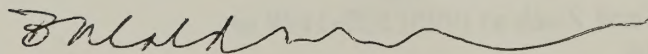
SUBJECT: **COMMUNITY DINNER :**
B'Nai Brith 52nd Annual Sports Celebrity Dinner
Monday, February 3, 2003
Hamilton Convention Centre

RECOMMENDATION:

THAT THE BOARD OF DIRECTORS PURCHASE A TABLE OF TEN ON BEHALF OF H.E.C.F.I. AT A COST NOT TO EXCEED \$1,250 TO THE 52nd ANNUAL B'NAI BRITH SPORTS CELEBRITY DINNER TO BE HELD FEBRUARY 3, 2003 AT THE HAMILTON CONVENTION CENTRE.

BACKGROUND:

- The B'Nai Brith traditionally presents its annual Sports Celebrity Dinner at the Hamilton Convention Centre.
- The function is a prestigious community event and one that HECFI has supported in the past.
- Funds are available in the Board's allocation for meetings and receptions.



Brad Calder
Acting Managing Director/CEO



52ND ANNUAL SPORTS CELEBRITY DINNER

VICEROY READING LODGE - Number 886, Hamilton, Ontario
Monday, February 3rd, 2003 • Hamilton Convention Centre

All correspondence to: Laura c/o New Horizon Homes
69 John Street South, Suite 304, Hamilton, ON L8N 2B9
Phone (905) 777-0000 ext:10 Fax (905) 777-1300

OCT 17 2002

FORMER HEAD TABLE GUESTS

Jackie Robinson
Otto Graham
Jessie Owens
Mel Allan
Lou Groz
Jim Trimble
Frank "Pop" Ivy
Red Grange
Bill Veeck
Leo Durocher
Ara Parseghian
Bob Gibson
Ferguson Jenkins
Woody Hayes
Brooks Robinson
Peter Carelissimo
Rusty Staub
Don Meredith
Joe Paterno
Bob Devaney
Bob Uecker
Dick Williams
John McKay
Pete Rose
John Brodie
Dan Devine
Thurman Munson
Bo Schembechler
Tom Seaver
Elroy Hirsch
Lou Holtz
Lou Pinella
George Blanda
Sparky Anderson
Fred Akers
Ron Luciano
Gary Carter
Susan Nattress
Cindy Nicholas
Steve Stone
Tom Lasorda
Eddie Robinson
Whitey Herzog
Johnny Bench
Franco Harris
Steve Garvey
"Red" Holzman
Joe Theismann
Jon Miller
Angelo Mosca
Marty Springstead
Ernie Whitt
Earl Weaver
Eddie Shack
Larry Csonka
Rick Dempsey
Dennis Hull
Brad Park
Rocky Bleier
Denwood Merrill
Larry Barnett
Pat Riley
Eric Gregg
Tony Esposito
Hank Stram
Denny McLain
Cito Gaston
Jerry Tarkanian
Johnny Bower
Tie Domi
Shawn Green
Mattieu Schneider
Ron Lancaster
Danny McManus
Darren Flutie
Glen Grunwald
Susan Auch
Curtis Joseph
Harry Howell
Bobby Hull
Phil Esposito
Guy Lafleur
Red Kelly
Sandy Hawley
Wendel Clark

COMMITEE HALL OF FAME

aul Smurlick - Founder
arry Foster
aul Hanover
eslie Levitt
ord Zack

October 8, 2002

HECFI

Mr. Brad Calder
101 York Street
Hamilton, Ontario L8A 3L4

INNER CHAIRMAN

oward Eisenberg

Dear Mr. Brad Calder:

COMMITEE

effrey Paikin
larvin Cohen
uppy Katz
tephen Foster
ichard Levy
arry Zaitchik
owell Richter
eorge McCarter
aura Heap
ill Kyle
ary Minden
eff Levy
ay State
& C Artists
ddie Peltzman
ohn Rousseau
hari Spence
ave Stephenson
larlene Altman
avid Katz
rent Clifford
ohn Mathioudakis
ohn Stewart
an Rodrigues
yle Foster
003 Hall of Fame Inductee
uppy Katz

It is once again time to say thanks to our community for your support at the 2002 B'Nai Brith Sports Celebrity Dinner. Through your participation we have been able to make significant contributions over the years to the building funds of our three major Hamilton Hospitals, Ronald McDonald Building Fund, YMCA Building Fund, Shalom Village, The Hamilton - Wentworth Regional Cancer Clinic and many, many more worthwhile local charities.

This year, the dinner will take place on **Monday February 3, 2003 at the Hamilton Convention Centre**, and our entire committee looks forward to your continuing participation.

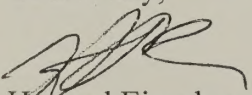
In conjunction with the Hamilton Spectator, we will be honouring our outstanding 2001 - 2002 High School Athlete-of-the-Year. Emcee and Leaf radio colour commentator Jim Ralph will lead the head table. This year our head table will include such names as *Yvan Cournoyer, Pat Lafontaine, Jerry Markbreit, Barbara Underhill & Paul Martini* just to name a few.

Your committee is working diligently to put the finishing touches to this upcoming event; we look forward to seeing you there again.

For ticket information please contact one of the following:
Stephen Foster at (905) 317-5264, Gord Zack at (905) 529-1149 or Laura Heap at (905) 777-0000 ext. 10.

Once again, ticket prices for this tremendous event are \$125 each including GST.

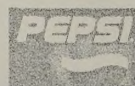
Yours truly,

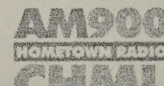

Howard Eisenberg
Dinner Chairman

The Hamilton
Spectator

 **Investors
Group**
SOLUTIONS BUILT AROUND YOU.

 **FOX 40**

 **PEPSI**

 **AM900
HOMETOWN RADIO**

Minister
of Canadian Heritage



Ministre
du Patrimoine canadien

Ottawa, Canada K1A 0M5

NOV - 8 2002

Mr. John Elder
Manager of Programming
Hamilton Entertainment and Convention Facilities Inc.
10 MacNab Street South
Hamilton, Ontario
L8P 4Y3

Dear Mr. Elder:

I want to express my sincere thanks to the Copps Coliseum for contributing to the success of the Queen's Jubilee Celebration on October 10, 2002. The event was a great success and we have received numerous positive comments from many of the guests who attended the celebration.

It was a wonderful opportunity for Canadian citizens to witness this milestone event which celebrated 50 years of Her Majesty's reign as Queen of Canada as well as the Presentation of Colours to the Argyll and Sutherland Highlanders of Canada.

I would like to highlight the invaluable support provided by your staff and coworkers, particularly Mr. David Kelly, Ms. Dianne Zemba and yourself whose co-operation, hard work and attention to detail were essential to the success of the Queen's Golden Jubilee Celebration.

Please accept my best wishes for success in your future endeavours.

Yours sincerely,

Sheila Copps

Encl.



Awards this Certificate of Appreciation to

Hamilton Entertainment and Convention Facilities

For Contribution to the 2002 CIBC Run for the Cure

Burlington/Hamilton/Oakville

October 2002

Ms. Patricia Bennett
10 McNabb Street South
Hamilton, ON L8P 4Y3
Canada

Dear Ms. Bennett :

I am pleased to write you on the occasion of our annual reporting on the endowed funds for fiscal year 2001/2002. These funds are integral to McMaster's efforts to sustain our high standards in education, research and innovation. The income from our endowed funds provides ongoing support, sustaining critical areas to which you have designated your contributions. I thank you for your support, in perpetuity, through these significant funds.

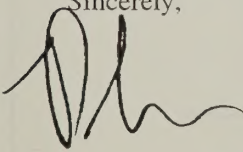
Our reporting period represents a volatile time in the markets and this is reflected in a one-year negative investment return of 1.57%, which exceeds the benchmark rate of return in the stock and bond markets in which we invest. In order to protect your contribution to McMaster, our funds are managed under principles set by the Finance Committee of our Board of Governors and are administered to provide a steady flow of funds to the designated area while taking into account the highs and lows in market performance. In years of good performance funds maintain the balance of investment income to compensate for years in which there is a poor return. This enables us to maintain a constant disbursement, currently set by the Board of Governors at 5%, from the fund you established, for the purpose you intended.

With your Endowed Fund Statement I am pleased to enclose *The McMaster Accountability Statement to Donors*, outlining our response to your philanthropic gift and your entitlements as a donor.

Thank you again for your investment in McMaster and our students. If you have any questions about the enclosed information, you may contact Claudia Russell, Development Officer at (905) 525-9140, ext. 27584.

With warmest regards.

Sincerely,



Peter George

PG:cr
Encls.

ENDOWMENT FUND STATEMENT



May 1, 2001 to April 30, 2002

10 McNabb Street South
Hamilton, ON L8P 4Y3
Canada

Trust Fund Account Number

776055

McMaster Contact
Claudia Russell
University Advancement
McMaster University
DTC 125, 1st floor
1280 Main Street West
Hamilton, ON L8S 4L8

E-mail: russelc@mcmaster.ca
Phone: (905) 525-9140 ext. 27584

Name of Trust Fund Account:

**THE HAMILTON PERFORMING ARTS
BURSARY**

Established in 1997 by the Hamilton Performing Arts Foundation Inc. under the McMaster Student Opportunity Fund initiative. To be granted to a full-time student who has completed at least 30 units of a programme in Art, Drama and Music, who has shown service to the community-at-large and who demonstrates financial need. Preference to be given to students who are currently on the Deans' Honour List.

Fund Performance

Opening balance as of May 1	\$11,093.29
Donations received during period	\$0.00
Total investment return	(\$291.95)
Expenditure to specified area of interest	(\$600.00)
Closing balance as of April 30	\$10,201.34

University's Total Endowment Fund Performance:

Total Rate of Return: 1 year	-1.57%
5 year	.555%

***** See reverse for details on expenditures during this reporting period



Bursaries Granted this reporting period:

Faculty	Programme	Level	Amount
Humanities	Honours Art & Music	3	\$600.00
			\$600.00

THE MCMASTER ACCOUNTABILITY STATEMENT TO OUR DONORS

At McMaster, philanthropy is a tradition of giving and sharing that is integral to the maintenance and enhancement of the quality of education both today and in the future. To ensure that McMaster University, as a vehicle for donors' philanthropy, merits the respect, trust and confidence of the University's alumni and friends, we declare that all donors and prospective donors have the following rights:

1. To be fully informed, upon request, of McMaster's mission and vision, and the way in which the gift will become an integral part of fulfilling both the mission and vision while also meeting the intent of the donor.
2. To be fully advised, upon request, of the membership of the various boards and committees which govern McMaster and to expect the Board of Governors to exercise prudent judgment in its stewardship responsibilities.
3. To be provided with, upon request, a copy of McMaster's most recent annual report, financial statements and investment policies as approved by the Board of Governors.
4. To be assured that their donations and all forms of charitable gifts are used effectively for the purposes as specified by the donor, or, where such purposes are no longer practicable or appropriate, that the University promises to use the gift in a manner consonant with the intention of the donor and the spirit in which the gift was given.
5. To be given appropriate acknowledgement and recognition for their generosity.
6. To expect that their request for anonymity is strictly observed.
7. To expect that all information about their donation or intended donation is handled with professionalism, respect and confidentiality and in a manner equal to and ideally, above that required by law.
8. To be provided with prompt, truthful and forthright answers about any aspect of their gift.
9. To be informed whether those seeking donations are volunteers or employees of McMaster University.
10. To have the opportunity for their names to be removed from mailing lists that the University may intend to share.

This document was created from a Donor Bill of Rights that was developed by: AAFRC (American Association of Fund Raising Counsel, AHP (Association for Health Care Philanthropy, CASE (Council for Advancement and Support of Education) and NSFRE (National Society of Fundraising Executives). The Canadian Centre for Philanthropy's Guide to "Ethical Fundraising & Financial Accountability Code", Section A "Donor's Rights" was also used as a guideline for this document.

McMaster University's Endowment Funds

Through prudent management, it has been the objective of our Endowment Funds to provide a steady flow of income for the University to maintain and enhance our academic, research and scholarly activities. Our funds are managed by external money managers under policies established by the Board of Governors.

Endowment funds are funds from which only the income earned on the capital may be expended. The University's current policy is to provide 5% of the three-year average market value of the funds for expenditure each year and to reserve any investment returns in excess of the amounts spent. For years in which the rate of return is less than the amounts spent, fund administrators may draw on the excess investment returns of prior years. In this manner, the purchasing power of the original capital is maintained.

The negative returns of the past two years have reduced the average rate of return for our endowment funds over the last five years to 5.55%.

The guiding principles and objectives of the University's investment policies are:

- Preservation and growth of capital through judicious investment management and a responsible income distribution policy;
- Commitment to our donors that their directions on the use of the expendable investment income from their funds will be honoured;
- Communication to our donors on the performance and impact of their endowed funds.

Thank You for Your Support

For *Statement of Investment Policies and Objectives - General Trust and Endowment Funds*, see www.mcmaster.ca/bms/policy/investmpool.htm

Reading Your Endowment Fund Statement

Opening balance as of May 1

- The market value of the trust fund investments as of May 1, 2001

Donations received during period

- Any donations received during the reporting period

Total investment return

- The investment income earned, plus or minus all realized and unrealized capital gains or losses, for the reporting period

Expenditure to specific area of interest

- The actual amount of money disbursed to student(s)

Closing balance as of April 30, 2002

- The market value of the trust fund as of April 30, 2002

University's Total Endowment Fund Performance

- The total investment income earned, plus or minus all realized and unrealized capital gains or losses for the reporting period, expressed as a percentage of the average of the opening and closing total market values

Please note that the name of the recipient(s) of some *bursary* funds will not be listed due to student confidentiality.

Should you be interested in increasing the value of your Endowment Fund at McMaster, please feel free to contact Claudia Russell, Development Officer, Student Awards at (905) 525-9140 ext. 27584.

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday, October 31, 2002
Hamilton Convention Centre
Room 314
12:00 Noon

MINUTES

PRESENT:

Councillor R. Powers, Chair
Mr. A. Skrypniak, First Vice Chair
Mrs. M. Dow, Second Vice Chair
Mayor R. Wade
Councillor C. Collins
Mr. T. Anderson
Mr. R. Baboth
Mr. P. DeCaria
Mr. F. Deys
Mr. S. Monzavi
Ms. B. Shackleton
Mr. I. Thompson

ALSO PRESENT:

Mr. B. Calder
Mr. R. DiFilippo
Mr. S. Farrauto
Mrs. K. Dowhan
Mr. J. Elder
Ms. D. Vivian
Mrs. J. Mills

REGRETS:

Councillor A. Horwath
Councillor B. Kelly

1. Opening Remarks

Councillor Powers called the meeting to order at 12:25 p.m.

A. Operations Committee Seventh Report of 2002

The Operations Committee Seventh Report of 2002 was received. It was

MOVED by Mr. Anderson, seconded by Mr. Baboth that

THE OPERATIONS COMMITTEE SEVENTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATION ENDORSED:

2003 – 2012 Capital Budget Program

THE CAPITAL PROJECTS LISTED IN MANAGEMENT'S OCTOBER 16TH REPORT BE CONSIDERED FOR INCLUSION WITHIN THE TEN (10) YEAR 2003 TO 2012 CAPITAL BUDGET PROGRAM.

MOTION CARRIED.

B. Finance & Administration Seventh Report of 2002

The Finance & Administration Seventh Report of 2002 was received. It was

MOVED by Mr. Monzavi, seconded by Mr. Thompson that

THE FINANCE & ADMINISTRATION COMMITTEE SEVENTH REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATIONS ENDORSED:

2003 Operating Budget

THE 2003 OPERATING BUDGET THAT PROVIDES FOR A MUNICIPAL CONTRIBUTION OF \$2,400,000 REPRESENTING A 17.0% INCREASE, BE APPROVED.

Financing for the Ten (10) Year (2003-2012) Capital Budget Program

THE TEN (10) YEAR (2003-2012) CAPITAL BUDGET PROGRAM BE FINANCED AS FOLLOWS:

THAT THE "VARIOUS REPLACEMENTS AND RENOVATIONS" PROJECTS FOR HAMILTON PLACE BE FINANCED FROM THE RONALD V. JOYCE CENTRE FOR THE PERFORMING ARTS AT HAMILTON PLACE RESERVE FUND; and

THAT THE CAPITAL PROJECTS FOR THE HAMILTON CONVENTION CENTRE AND COPPS COLISEUM BE FINANCED FROM THE HECFI RESERVE FOR CAPITAL PROJECTS TO THE EXTENT FUNDS ARE AVAILABLE; and

THAT THE CITY OF HAMILTON BE ASKED TO FINANCE THE REMAINING PROJECTS.

Memorandum of Agreement Between HECFI and IATSE (The International Alliance of Theatrical Stage Employees and Moving Picture Technicians, Artists and Allied Crafts of the United States and Canada), Local No. 129, Hamilton, Ontario, Canada

THE MEMORANDUM OF AGREEMENT DATED OCTOBER 21, 2002 BETWEEN HECFI AND IATSE (THE INTERNATIONAL ALLIANCE OF THEATRICAL STAGE EMPLOYEES AND MOVING PICTURE TECHNICIANS, ARTISTS AND ALLIED CRAFTS OF THE UNITED STATES AND CANADA) LOCAL 129, HAMILTON, ONTARIO, CANADA BE APPROVED.

MOTION CARRIED.

C. Community Dinner : B'Nai Brith 52nd Annual Sports Celebrity Dinner

Deferred to the next meeting of the Board.

D. Community Dinner : Hamilton Gallery of Distinction 2002 Awards Dinner

Management's October 24th report was received. Councillor Powers reported that following a review of the operating budget the Acting CEO has instituted a spending freeze on discretionary items. It was pointed out that on many occasions in the past, tickets purchased by the Board have not been used. Taking both issues into consideration it was suggested that the Board purchase tickets for only those Members who specifically request to attend the function. If enough requests are received, a full table will be purchased. The Board secretary will notify all Members of the deadline. It was

MOVED by Mrs. Dow, seconded by Mr. Deys that

UPON REQUEST THE BOARD PURCHASE INDIVIDUAL TICKETS TO THE HAMILTON GALLERY OF DISTINCTION 2002 AWARDS DINNER; and

IN THE EVENT THAT TEN (10) REQUESTS ARE RECEIVED, A FULL TABLE BE PURCHASED AT A COST NOT TO EXCEED \$650.

MOTION CARRIED.

2. Correspondence

MOVED by Mayor Wade, seconded by Ms. Shackleton that

CORRESPONDENCE FROM GUIDO DE BRES CHRISTIAN HIGH SCHOOL AND THE ORGANIZERS OF THE EAST 33RD STREET COMMUNITY FEST BE RECEIVED.

MOTION CARRIED.

3. Minutes of Regular Meeting Held September 26, 2002

MOVED by Mr. Skrypniak, seconded by Mr. Thompson that

THE MINUTES OF THE REGULAR MEETING HELD SEPTEMBER 26, BE APPROVED.

MOTION CARRIED.

4. Business Arising from the Minutes

Nil

5. Reports

5.1 Financial Summary for the Nine Month Period Ended September 30, 2002

Management's report was received. It was

MOVED by Mr. Monzavi, seconded by Mr. Skrypniak that

THE FINANCIAL SUMMARY FOR THE NINE MONTH PERIOD ENDED SEPTEMBER 30, 2002 BE RECEIVED.

MOTION CARRIED.

6. Private and Confidential

Nil

7. New Business

7.1 2007 World Hockey Championships

Hospitality Sales Manager Sal Farrauto reported that HECFI has received the bid guidelines for the tour which is slated to take place in 2007. Canada will host the 16 team, 56 game series for the first time. Guidelines stipulate two facilities: one 10,000 seat and the other a 6,000 seat arena. Key bid dates include:

- a letter of interest by November 4th;
- formal letter of intent by December 4th;
- bid submissions by December 20th;
- in person presentations January and April.

A meeting has been scheduled for next week with Brent Ladds and representatives from Kitchener, London, Guelph and Hamilton. Staff is currently doing due diligence. The Board may be required to meet to discuss the viability of participating and the guarantee requirements. It was acknowledged that negotiations will have to take place with the Bulldogs respecting possible game rescheduling.

7.2 Basketball Championships

HECFI's letter of interest has been submitted. Discussion has taken place with Mr. Ron Foxcroft who is one of three individuals working with Basketball Canada to win the games. It is expected that a decision will be made early in December. Competing cities include Brazil, Mexico, Venezuela and Puerto Rico.

7.3 Cycling Championships

Terry Anderson reported that the main event takes place for one day with a portion taking place for two days. As the race runs across Main street, HECFI should carefully review the events it has scheduled during that time frame to ensure that patrons are made fully aware of alternate parking and entrance arrangements.

As many international visitors will be staying in the area for a full week, every attempt should be made to schedule entertainment and events and to fully capitalize on the tourism opportunities during this time. Among the suggestions presented included:

- that Opera Ontario present a special performance for the visitors, as many Europeans are opera fans;
- an extension of liquor hours could be requested to better accommodate the customs of most Europeans;
- that a hospitality suite be hosted at the Convention Centre.

It was noted that there may be a football game held during that weekend. The opening ceremonies are booked to take place at Copps Coliseum. John Elder is negotiating with various acts for that event. It is anticipated that the HECFI facilities will be fully utilized during the event.

Organizers have received complaints about local hoteliers having increased their rates by \$100. Sal Farrauto to raise this issue at the next Tourism Board meeting.

8. Other Business

Nil

9. Date of Next Meeting

Thursday, November 28, 2002

10. Adjournment

The meeting adjourned at 1:15 p.m.

TAKEN AS READ AND APPROVED

Councillor R. Powers, Chair

Patricia Bennett, Secretary

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

SPECIAL MEETING OF THE BOARD OF DIRECTORS

Tuesday, November 12, 2002
Hamilton Place Board Room

MINUTES

PRESENT:

Councillor R. Powers, Chair
Mr. A. Skrypniak, First Vice Chair
Mrs. M. Dow, Second Vice Chair
Mayor R. Wade
Councillor B. Kelly
Councillor A. Horwath
Councillor C. Collins
Mr. F. Deys
Mr. I. Thompson
Mr. P. DeCaria
Mr. R. Baboth
Mr. S. Monzavi
Ms. B. Shackleton
Mr. T. Anderson

1. Call to Order

Councillor Powers called the meeting to order at 3:05 p.m. It was

MOVED BY Mr. Deys, seconded by Mrs. Dow that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 3:06 P.M.

MOTION CARRIED.

MOVED by Mr. Baboth, seconded by Ms. Shackleton that

THE IN-CAMERA SESSION BE ADJOURNED AT 5:35 P.M.

MOTION CARRIED.

MOVED by Mr. Baboth, seconded by Ms. Shackleton that

DISCUSSION ON THE IN-CAMERA ITEM BE RECESSED AND THAT A MEETING BE RECONVENED AT THE EARLIEST DATE AND TIME WHEN ALL BOARD MEMBERS CAN BE IN ATTENDANCE TO CONTINUE DISCUSSION.

MOTION CARRIED.

Adjournment

The meeting adjourned at 5:37 p.m.

TAKEN AS READ AND APPROVED

Councillor R. Powers, Chair

Patricia Bennett, Secretary

HAMILTON ENTERTAINMENT AND
CONVENTION FACILITIES INC.

SPECIAL MEETING OF THE BOARD OF DIRECTORS

Thursday, November 21, 2002
Hamilton Place Board Room

MINUTES

PRESENT:

Councillor R. Powers, Chair
Mr. A. Skrypniak, First Vice Chair
Mrs. M. Dow, Second Vice Chair
Mayor R. Wade
Councillor C. Collins
Councillor A. Horwath
Councillor B. Kelly
Mr. F. Deys
Mr. P. DeCaria
Mr. S. Monzavi
Mr. R. Baboth
Mr. T. Anderson
Mr. I. Thompson
Ms. B. Shackleton

1. Call to Order

Councillor Powers called the meeting o order at 8:40 p.m. It was

MOVED by Mr. Skrypniak, seconded by Mr. Deys that

THE MEETING MOVE INTO AN IN-CAMERA SESSION AT 8:45 P.M.

MOTION CARRIED.

MOVED by Councillor Horwath, seconded by Councillor Collins that

THE IN-CAMERA SESSION BE ADJOURNED AT 9:50 P.M.

MOTION CARRIED.

MOVED by Mr. Skrypniak seconded by Mrs. Dow that

THE EMPLOYMENT OF THE MANAGING DIRECTOR/CEO BE TERMINATED.

MOTION DEFEATED (Tie Vote)

It was the decision of the Board to vote by use of ballot.

MOVED by Mayor Wade, seconded by Mr. Deys that

A COMMITTEE CONSISTING OF THE BOARD CHAIR, FIRST VICE CHAIR, SECOND VICE CHAIR AND THE CHAIRS OF THE OPERATIONS, MARKETING & SALES AND FINANCE & ADMINISTRATION COMMITTEES REVIEW AND WHERE DEEMED APPROPRIATE, RECOMMEND TO THE BOARD ANY CHANGES TO THE JOB DESCRIPTION AND TERMS OF EMPLOYMENT FOR THE MANAGING DIRECTOR/CEO.

MOTION CARRIED.

MOVED by Mr. Monzavi, seconded by Councillor Kelly that

THE FINANCE & ADMINISTRATION COMMITTEE REVIEW AND IF DEEMED APPROPRIATE, RECOMMEND CHANGES TO HECFI POLICIES AND PROCEDURES AS IT RELATES TO THE DUTIES, RESPONSIBILITIES AND PROCESSES RELATING TO TABLE OFFICERS, COMMITTEE CHAIRS AND ANY OTHER RELEVANT ISSUES.

MOTION CARRIED.

MOVED by Mr. Deys, seconded by Mr. Anderson that

THE BALLOTS BE DESTROYED.

MOTION CARRIED.

Adjournment

The meeting adjourned at 10:05 p.m.

TAKEN AS READ AND APPROVED

Councillor R. Powers, Chair

Patricia Bennett, Secretary



7.1

Hamilton
Entertainment
and Convention
Facilities Inc.

Financial Summary For The Ten Month Period Ended October 31, 2002

Actual Results For The Ten Month Period Ended October 31, 2001		(1) Budget	(2) Actual	(3) Favourable (Unfavourable) Budget Variance
\$6,143,057	Revenue	\$6,419,898	\$7,476,069	\$1,056,171
<u>8,006,062</u>	Expenses	<u>8,124,102</u>	<u>9,151,405</u>	<u>(1,027,303)</u>
	Excess of Expenses			
<u>\$1,863,005</u>	Over Revenue From Operations	<u>\$1,704,204</u>	<u>\$1,675,336</u>	<u>\$ 28,868</u>

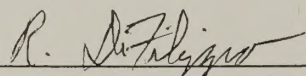
Comments:

HECFI's municipal contribution was under-expended by \$28,868 (see row 3, column 3 above) for the ten month period ended October 31, 2002. This represents a decrease of \$55,130 in the under-expended amount that was reported to you last month for the nine month period ended September 30, 2002.

The unfavourable results for the month arose primarily as a result of higher than budgeted maintenance expenditures due to the installation of spectator safety netting at Copps Coliseum combined with less than anticipated revenues being attained at the Hamilton Convention Centre.

The favourable results for the ten month period ended October 31, 2002 arose primarily due to higher than anticipated revenues being generated at all three facilities.

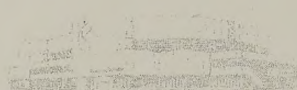
Please note that it is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.


Mr. Rick DiFilippo, CA
Director of Business Services

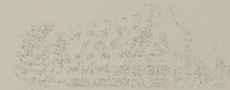
20 November 2002



HAMILTON
CONVENTION
CENTRE



Copps
Coliseum



HAMILTON
PLACE
THEATRE

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC. CONSOLIDATED STATEMENT OF REVENUE AND EXPENSES

Page 1

	Annual 2002 Budget	Budgeted Operating Results For The Ten Month Period Ended October 2002	(2)	Actual Operating Results For The Ten Month Period Ended October 2002	(3)	Favourable/ (Unfavourable) Budget Variance Amount	(4)	% (5)	Actual Operating Results For The Ten Month Period Ended October 2001	(6)
REVENUE										
RENTAL, LICENCE FEES AND SHOW REVENUE	\$1,427,870	\$1,293,280		\$1,361,336		\$68,056		5.3%	\$1,036,286	
OTHER RENTALS	437,950	348,592		274,111		(74,481)		21.4%	314,766	
FOOD, BEVERAGE AND CONCESSIONS	3,009,730	2,402,261		2,510,875		108,614		4.5%	2,212,672	
RECOVERIES	2,348,660	1,788,331		2,574,495		786,164		44.0%	2,057,081	
BOX OFFICE	444,350	359,010		497,844		138,834		38.7%	331,789	
OTHER	332,370	228,424		257,408		28,984		12.7%	190,463	
TOTAL REVENUE	\$8,000,930	\$6,419,898		7,476,069		1,056,171 *		16.5%	\$6,143,057	
EXPENSES BY DEPARTMENT / SECTION										
OPERATIONS-ADMINISTRATION	\$294,600	\$240,901		\$243,791		(\$2,890)		-1.2%	\$234,818	
FOOD AND BEVERAGE	2,481,670	2,004,614		2,089,963		(85,349)		-4.3%	1,885,163	
EVENTS DELIVERY	2,162,360	1,657,645		2,517,989		(860,344)		-51.9%	1,936,344	
BUILDING OPERATIONS	2,164,840	1,798,465		1,918,072		(119,607)		-6.7%	1,712,904	
MARKETING AND PROMOTION	1,503,370	1,209,795		1,225,797		(16,002)		-1.3%	1,256,284	
ADMINISTRATION-CEO/BOARD	556,800	455,876		419,920		35,956		7.9%	410,834	
PROFESSIONAL FEES	30,000	16,670		4,900		11,770		70.6%	3,100	
BUSINESS SERVICES	433,240	349,424		341,398		8,026		2.3%	314,855	
BOX OFFICE	329,930	278,134		276,997		1,137		0.4%	251,760	
INSURANCE	94,630	112,578		112,578				0.0%		
TOTAL EXPENSES	\$10,051,440	\$8,124,102		\$9,151,405		(\$1,027,303)		-12.6%	\$8,006,062	
EXCESS OF EXPENSE OVER REVENUE FROM OPERATIONS	\$2,050,510	\$1,704,204		\$1,675,336		\$28,868		1.7%	\$1,863,005	
CONTRIBUTION FROM THE CITY	2,050,510	1,704,204		1,704,204				0.0%	1,743,447	
UNDER (OVER) EXPENDED										
MUNICIPAL CONTRIBUTION	\$0	\$0		\$28,868		\$28,868		0.0%	(\$119,558)	

NOTE: It is the policy of the City of Hamilton not to charge its Departments, related Boards and Commissions with their utility and related overhead charges. Accordingly, these financial results do not reflect these costs.

*For an analysis of the Budget Variance for revenues, see the attached schedule.

THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.
ANALYSIS OF THE BUDGET VARIANCE FOR REVENUES
FOR THE TEN MONTH PERIOD ENDED OCTOBER 31, 2002

Favourable/ (Unfavourable)	
Budget Variance	
Amount	

REVENUES NOT CLOSELY ASSOCIATED WITH EXPENSES:

RENTAL, LICENCE FEES AND SHOW REVENUE	\$68,056
OTHER RENTALS	(74,481)
SODEXHO COMMISSIONS	32,820
TICKETMASTER COMMISSIONS AND NET CREDIT CARD REVENUE	105,769
OTHER	28,984
	\$161,148

REVENUES CLOSELY ASSOCIATED WITH EXPENSES:

FOOD AND BEVERAGE (LESS SODEXHO COMMISSIONS)	\$75,794
RECOVERIES	786,163
BOX OFFICE (LESS TICKETMASTER COMMISSIONS AND NET CREDIT CARD REVENUE)	33,065
	\$895,023
TOTAL	\$1,056,171

STATUS REPORT ON HECFI REVENUE FOR THE TEN MONTH PERIOD ENDED OCTOBER 31, 2002

	Hamilton Convention Centre			Hamilton Place			Copps Coliseum			Corporate *			TOTAL HECFI	
	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date
2002 Actual	373,021	2,777,531	209,561	1,378,810	220,170	2,820,169	17,169	499,559	819,921	7,476,069				
2002 Budget	411,475	2,689,438	151,764	950,012	202,832	2,418,268	32,787	362,180	798,858	6,419,898				
Favorable/ (Unfavorable) Variance	(38,454)	88,093	57,797	428,798	17,338	401,901	(15,618)	137,379	21,063	1,056,171				

COMPARISON TO PRIOR YEAR'S ACTUALS

	Hamilton Convention Centre			Hamilton Place			Copps Coliseum			Corporate *			TOTAL HECFI	
	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date	Current Month	Year to Date
2002 Actual	373,021	2,777,531	209,561	1,378,810	220,170	2,820,169	17,169	499,559	819,921	7,476,069				
2001 Actual	296,959	2,395,360	271,050	1,222,828	309,007	2,191,533	55,622	333,336	932,638	6,143,057				
Favorable/ (Unfavorable) Variance	76,062	382,171	(61,489)	155,982	(88,837)	628,636	(38,453)	166,223	(112,717)	1,333,012				

* Corporate revenue includes revenue common to two or all three facilities, such as interest revenue, gift certificates, box office revenue, etc.

** The monthly and year to date revenue budgets represent targets established by the Marketing and Sales Department.

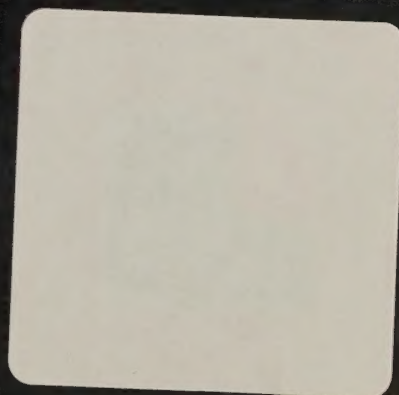
THE FOLLOWING TABLES SHOW THE COMPARISON OF THE RESULTS OF THE SURVEY OF THE SUBJECTS IN THE FIRST AND SECOND YEARS OF THE COURSE OF INSTRUCTION IN THE ELEMENTARY SCHOOL. THE RESULTS OF THE SURVEY OF THE SUBJECTS IN THE FIRST YEAR OF THE COURSE OF INSTRUCTION IN THE ELEMENTARY SCHOOL ARE GIVEN IN THE FIRST TABLE, AND THE RESULTS OF THE SURVEY OF THE SUBJECTS IN THE SECOND YEAR OF THE COURSE OF INSTRUCTION IN THE ELEMENTARY SCHOOL ARE GIVEN IN THE SECOND TABLE.

FIRST YEAR		SECOND YEAR	
Subject	Number of Subjects	Subject	Number of Subjects
Reading	100	Reading	100
Writing	100	Writing	100
Arithmetic	100	Arithmetic	100
History	100	History	100
Geography	100	Geography	100
Science	100	Science	100
Language	100	Language	100
Art	100	Art	100
Music	100	Music	100
Physical Education	100	Physical Education	100
Health	100	Health	100
Character Education	100	Character Education	100

THIRD YEAR		FOURTH YEAR	
Subject	Number of Subjects	Subject	Number of Subjects
Reading	100	Reading	100
Writing	100	Writing	100
Arithmetic	100	Arithmetic	100
History	100	History	100
Geography	100	Geography	100
Science	100	Science	100
Language	100	Language	100
Art	100	Art	100
Music	100	Music	100
Physical Education	100	Physical Education	100
Health	100	Health	100
Character Education	100	Character Education	100

FIFTH YEAR		SIXTH YEAR	
Subject	Number of Subjects	Subject	Number of Subjects
Reading	100	Reading	100
Writing	100	Writing	100
Arithmetic	100	Arithmetic	100
History	100	History	100
Geography	100	Geography	100
Science	100	Science	100
Language	100	Language	100
Art	100	Art	100
Music	100	Music	100
Physical Education	100	Physical Education	100
Health	100	Health	100
Character Education	100	Character Education	100

FOR THE YEAR 1900-1901, THE RESULTS OF THE SURVEY OF THE SUBJECTS IN THE FIRST YEAR OF THE COURSE OF INSTRUCTION IN THE ELEMENTARY SCHOOL ARE GIVEN IN THE FIRST TABLE, AND THE RESULTS OF THE SURVEY OF THE SUBJECTS IN THE SECOND YEAR OF THE COURSE OF INSTRUCTION IN THE ELEMENTARY SCHOOL ARE GIVEN IN THE SECOND TABLE.



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